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ABSTRACT

Intended for use by librarians in Alaska, this manual provides general guidelines for the maximum utilization of library resources through interlibrary loan service. The first of four major sections describes the Alaska Library Network (ALN), which provides protocols and procedures to libraries for resource sharing; points out that new protocols have been established since the installation of the Online Computer Library Center (OCLC) at the Alaska State Library, the University of Alaska Fairbanks, and the University of Alaska Anchorage; explains protocols for routing requests to local and regional libraries within and outside the state; provides a map of the state showing the three geographic regions into which it has been divided for interlibrary loan purposes, each of which includes public and school libraries, community college and special libraries, and designated research libraries; and lists the libraries in each region. The second section provides descriptions of the Alaska Library Network Catalog (ALNCat), which is produced on computer output microfilm (COM); ALNCat holding symbols; the Alaska Union List of Serials (AULS); the Western Library Network (WLN) computer system; and OCLC. Materials and services available through interlibrary loan are briefly described in the third section, including various audiovisual media and computer database searches as well as books and periodicals. Procedures for making requests are presented in the fourth section. Appended materials provide information on delivery services, copyright and other regulations, techniques for searching the WLN and OCLC databases, depositories for state and federal documents, communications, and verification tools. An interlibrary loan statistics form and a glossary are also appended. (SD)

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INTERLIBRARY LOAN,
THE KEY TO RESOURCE SHARING:
A MANUAL OF PROCEDURES AND PROTOCOLS

1989

A State-Federal Program under the Library Services

and

Construction Act, P.L. 91-600 as amended

Alaska State Department of Education
Division of State Libraries
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This manual was compiled by State Library staff with the assistance of interlibrary loan librarians throughout the state.

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CHAPTER I

INTRODUCTION

OVERVIEW

No library collection is so large or so complete that it can meet all the information needs of its users. To adequately serve their patrons, libraries have established reciprocal agreements to lend their resources from one library to another.

Interlibrary loan (ILL) facilitates the sharing of library resources throughout a community, state, region, country or the world. It is a reciprocal service between libraries in Alaska and elsewhere, lending as well as borrowing. Any individual within a library's service population may place a request at that library to borrow materials through interlibrary loan. Loans are made between libraries on behalf of library patrons.

The success of interlibrary loan depends upon the understanding of the program by those involved. This manual provides general guidelines for maximum utilization of library resources through interlibrary loan service. Because of the number of libraries involved, interlibrary loan requests must be processed following established protocols both in state and out of state.

THE ALASKA LIBRARY NETWORK

The Alaska Library Network (ALN) is both the heart and body of resource sharing in Alaska. Protocols and procedures are provided for searching library collections within the state BEFORE requesting an item from an Outside library.

To facilitate this process, the state is organized into three geographic regions: Northern, Southcentral, and Southeast. Each region includes public and school libraries, community colleges and special libraries plus a designated Regional Resource Library and a designated Regional Research Library. The Resource Library is the largest public library in the region which maintains a substantial general collection. The Research Library has a collection with the breadth, scope and depth to support scholarly and technical research.

ROUTING PROTOCOLS

With the installation of the Online Computer Library Center (OCLC) at the Alaska State Library, the University of Alaska Fairbanks (UAF) and the University of Alaska Anchorage (UAA), new routing protocols for ILL requests were established, effective July 1, 1988.

A library first searches its own collection, then other libraries in its locality. If the material is not available and a holding library cannot be located using the Alaska Library Network microfiche catalog (ALNCat), Western Library Network (WLN), or other available tools, the request is routed to either the Resource or Research Library in that region.

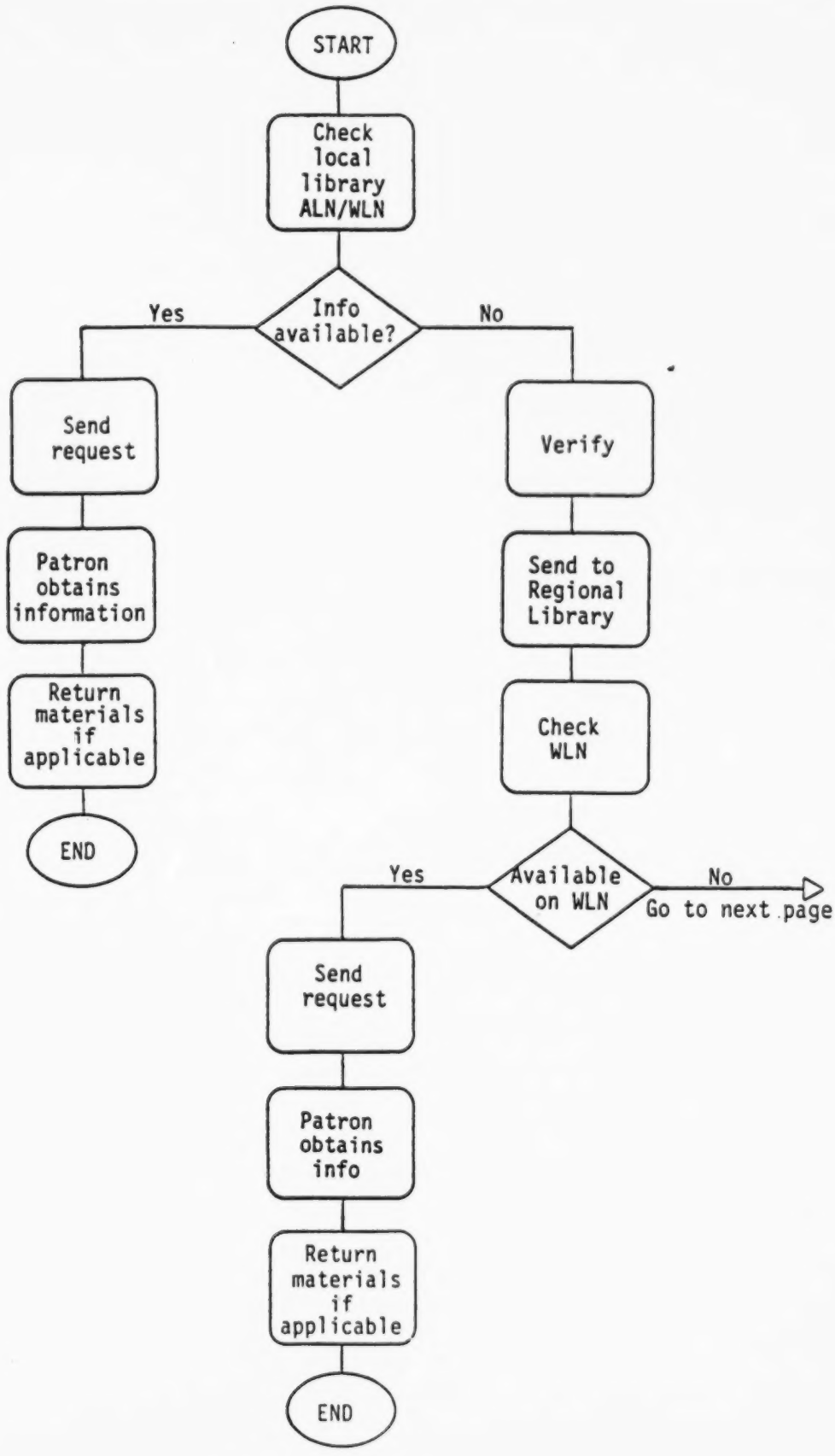
School and public libraries route to the Regional Resource Library. Academic and special libraries route to the Regional Research Library. This distribution balances the workload between the Research and Resource Libraries, and channels requests to the library most likely to have appropriate verification tools to locate the material. With a note of explanation, you may forward your request to a different library.

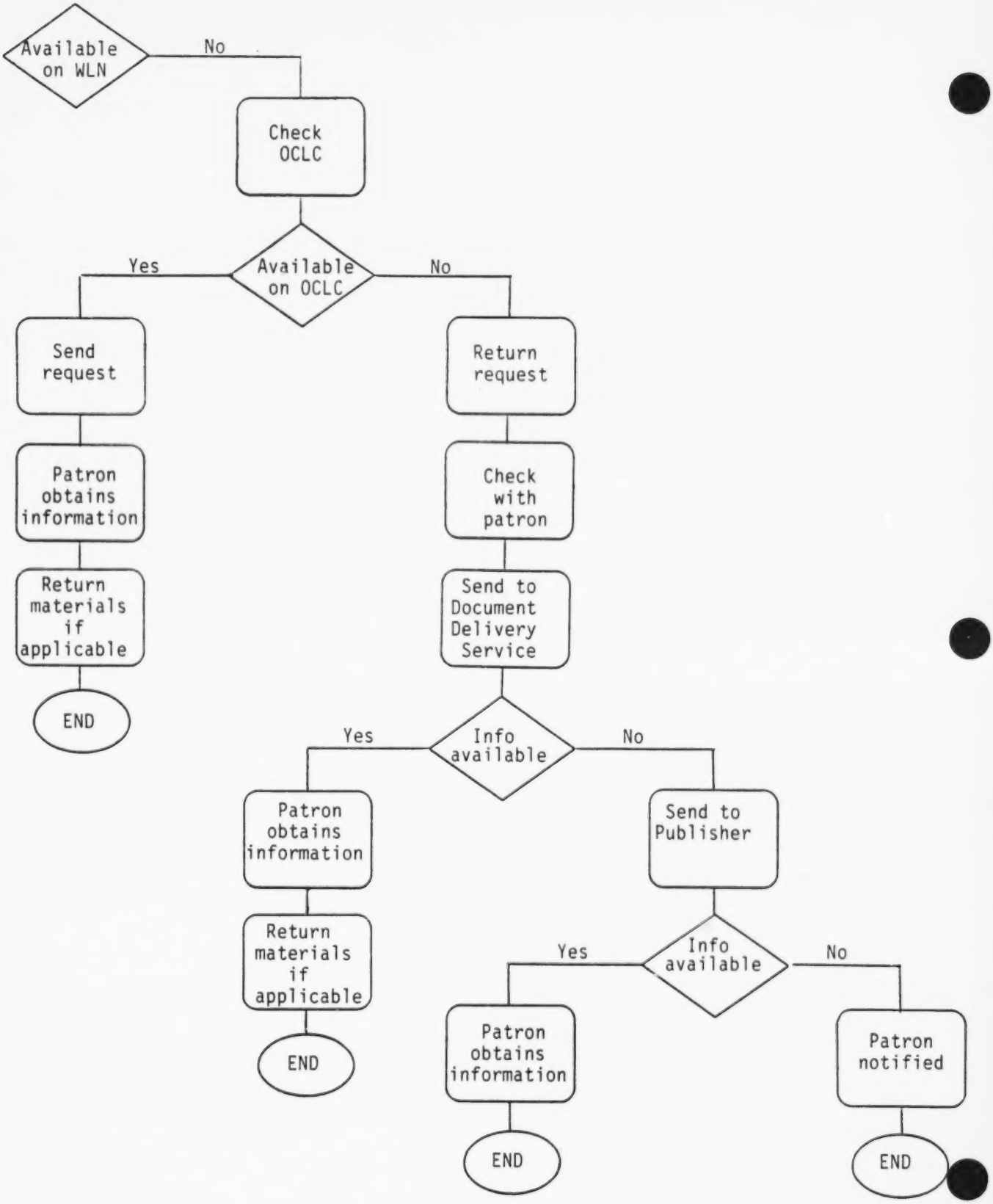
Major collections in the region are then searched by the Resource/Research Library, followed by those of other regions in the state. Only items not available in Alaska should be routed to libraries Outside. If the material cannot be located in a WLN or OCLC library, the request will be returned to the requesting library. At that point, the local library will decide whether to forward the request to a commercial locating service (Appendix A).

As long as requests comply with copyright regulations (Appendix B), no restrictions exist for borrowing materials from libraries in Alaska. However, libraries should regularly review ILL requests for purchase in accordance with the library's collection development policy. This builds Alaska resources.

Schools do not accept interlibrary loan requests during summer vacation. Route summer requests to other holding libraries. The Anchorage School District accepts requests only for items not available elsewhere in Alaska.

FLOW CHART - OVERVIEW OF ILL ROUTING




Available on WLN
No
Check OCLC
Available on OCLC
Yes
No
Send request
Patron obtains information
Return materials if applicable
END
Return request
Check with patron
Send to Document Delivery Service
Info available
Yes
No
Patron obtains information
Return materials if applicable
END
Send to Publisher
Info available
Yes
No
Patron obtains information
END
Patron notified
END

REGIONAL INTERLIBRARY LOAN SERVICE IN ALASKA

NORTHERN REGION

Rescurce:
Interlibrary Loan
Fairbanks North Star Borough Library
1215 Cowles St.
Fairbanks 99701
452-5177

Research:
Interlibrary Loan
Elmer E. Rasmuson Library
310 Tanana Dr.
Fairbanks 99775
474-6691

Coordinator:
Alaska State Library
1215 Cowles St.
Fairbanks 99701
452-2999

SOUTHEAST REGION

Resource:
Interlibrary Loan
Juneau Public Libraries
292 Marine Way
Juneau 99801
586-5267

Research:
Interlibrary Loan
Alaska State Library
P.O. Box G
Juneau 99811
465-2988

Coordinator:
Alaska State Library
P.O. Box G
Juneau 99811
465-2458

SOUTHCENTRAL REGION

Resource:
Interlibrary Loan
Anchorage Municipal Libraries
3600 Denali St.
Anchorage 99503
261-2826

Research:
Interlibrary Loan
Library, University of Alaska
3211 Providence Dr.
Anchorage 99508
786-1800

Coordinator:
Alaska State Library
3600 Denali St.
Anchorage 99503
261-2976

LIST OF LIBRARIES BY REGION

NORTHERN: See ALASKA BLUE BOOK for zip codes. As a general rule, requests from public or school libraries or individuals without a local library whose local zip code begins with 997.. should go to the Fairbanks North Star Borough Public Library, 1215 Cowles St., Fairbanks, AK 99701.

Allakaket
Ambler
Anaktuvuk
Anderson
Anvik
Arctic Village
Barrow
Beaver
Bettles Field
Brevig Mission
Buckland
Cantwell
Cape Lisburne
Central
Chalkyitsik
Chatanika
Chicken
Circle
Clear
Dead Horse
Deering
Delta Junction
Diomede
Dot Lake
Eagle
Eielson
Ester
Evansville
Fort Greeley
Fort Yukon
Galena
Gambell
Golovin
Grayling
Healy
Hogatza
Holy Cross
Hughes
Huslia
Kaktovik
Kaltag
Kivalina
Kotzebue
Koyuk
Koyukuk
McGrath
Manley Hot Springs
Mentasta Lake
Minto
Nenana
Noatak
Nome
Noorvik
North Pole
Northway
Nuiqsut
Nulato
Paxson
Point Hope
Prudhoe Bay
Rampart
Ruby
St. Michael
Savoonga
Selawik
Shaktoolik
Shishmaref
Shungnak
Stebbins
Stevens Village
Suntrana
Tanana
Tanacross
Teller
Tetlin
Tok
Unalakleet
Usibelli
Venetie
Wainwright
Wales
White Mountain

SOUTHEAST: Zip Codes 998.. and 999.. should be routed to the Juneau Public Libraries, 292 Marine Way, Juneau, AK 99801.

Angoon
Annette Island
Auke Bay
Campbell Log
Cape Pole
Craig
Douglas
Edna Bay
Elfin Cove
Gustavus
Haines
Hoonah
Hydaburg
Hyder
Juneau
Kake
Kasaan
Ketchikan
Klawock
Klukwan
Metlakatla
Mount Edgecumbe
Mud Bay
Myers Chuck
Pelican
Petersburg
Point Baker
Port Alexander
Port Chilkoot
Saxman
Sitka
Skagway
Tenakee Springs
Thorne Bay
Thorne River
Ward Cove
Wrangell
Yakutat

SOUTHCENTRAL (Anchorage Center): Zip Codes 995.. and 996.. should be routed to Anchorage Municipal Libraries, 3600 Denali, Anchorage, AK 99503-6093.

Adak
Akhiok
Akiachak
Akiak
Akolmiut
Akutan
Alakanuk
Aleknagik
Alitak
Anchor Point
Aniak
Atka
Atmautlauk
Belkofski
Bethel
Big Lake
Cape Yakataga
Chefornak
Chevak
Chignik
Chignik Lagoon
Chignik Lake
Chistochina
Chitina
Chuathbaluk
Chugiak
Clam Gulch
Clarks Point
Cold Bay
Cooper Landing
Copper Center
Cordova
Crooked Creek
Dillingham
Eagle River
Eek
Egegik
Eklutna
Ekuk
Ekwok
Elmendorf
Emmonak
English Bay
False Pass
Fort Richardson
Fortuna Ledge
Gakona
Girdwood
Glennallen
Goodnews Bay
Gulkana
Halibut Cove
Homer
Hooper Bay
Hope
Houston
Igiugig
Iliamna
Ivanof Bay
Kaguyak
Kakhonak
Kalskag
Karluk
Kasilof
Kenai
Kenny Lake
King Cove
King Salmon
Kipnuk
Kodiak
Koliganak
Kongiganak
Kotlik
Kwethluk
Kwigillingok
Kwinhagak
Larsen Bay
Levelock
Lime Village
Lower Kaltag
Manokotak
Marshall
Medfra
Mekoryuk
Montana
Moose Pass
Mountain Village
Mumtrak
Naknek
Napakiak
Napaskiak
Nelson Lagoon
New Stuyahok
Newhalen
Newtok
Nightmute
Nikishka
Nikolai
Nikolski
Ninilchik
Nondalton
Nyac
Old Harbor
Oscarville
Ouzinkie
Palmer
Pavlof Harbor
Pedro Bay
Perryville
Pilot Point
Pilot Station
Pitka's Point
Platinum
Port Alsworth
Port Graham
Port Heiden
Port Lions
Quinhagak
Red Devil
Russian Mission
St. George
St. Marys
St. Paul
Sand Point
Scammon Bay
Seldovia
Seward
Shageluk
Sheldon Point
Shemya
Skwentna
Sleetmute
Soldotna
South Naknek
Spenard
Squaw Harbor
Sterling
Stony River
Summit
Sutton
Takotna
Talkeetna
Tanunak
Tatitlek
Togiak
Toksook Bay
Tuluksak
Tuntutuliak
Twin Hills
Tyonek
Ugashik
Unalaska
Valdez
Wasilla
Whittier
Willow
Woody Island

CHAPTER II

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CHAPTER II

COMPUTER OUTPUT MICROFORM CATALOGS (COMCATS) AND DATABASES USED IN ALASKA

ALASKA LIBRARY NETWORK CATALOG

The most current edition of the Alaska Library Network COMCAT (ALNCat) is sent to all academic, special, public, and high school libraries in Alaska and to community schools libraries serving as the community library. The 1988 edition contains in excess of one and a half million holdings. The use of ALNCat to verify materials, call numbers, and holding libraries greatly speeds interlibrary loan requests. Whenever a holding library is identified in the ALNCat, libraries should send the request directly to that library without going through the Resource or Research Library.

The ALNCat includes titles entered by Alaska Libraries to the Western Library Network Computer System beginning in mid-1978. Libraries currently entering titles and their holding symbol as it appears in ALNCat are listed in the next section. Holdings for additional libraries will appear in the catalog as they contribute their catalog information. Appendix C includes ALNCat Filing Rules.

Using the Alaska Library Network Catalog

1. Include call numbers and location codes for ALL Alaska Libraries owning the material on a routing worksheet attached to the ILL form. A sample worksheet is on the next page.

2. Send the request to the nearest holding library.

3. If the lending library cannot fill the request within a reasonable time, it will send the request to the next Alaska location listed or back to the requesting library.

4. If the request is returned unfilled from all the holding libraries, check with the patron to see if the material is still needed. Send the request with the routing worksheet or a record of the places already checked to your Regional Resource Library. An alternative to this worksheet is the standard ALA form with library symbols and call numbers across the top. An example follows the routing worksheet.

ALASKA LIBRARY NETWORK
ROUTING WORKSHEET

Please attach one of these forms to each ILL request you are mailing directly to an owning Alaska Library. Include information from the Alaska Library Network Microfiche.

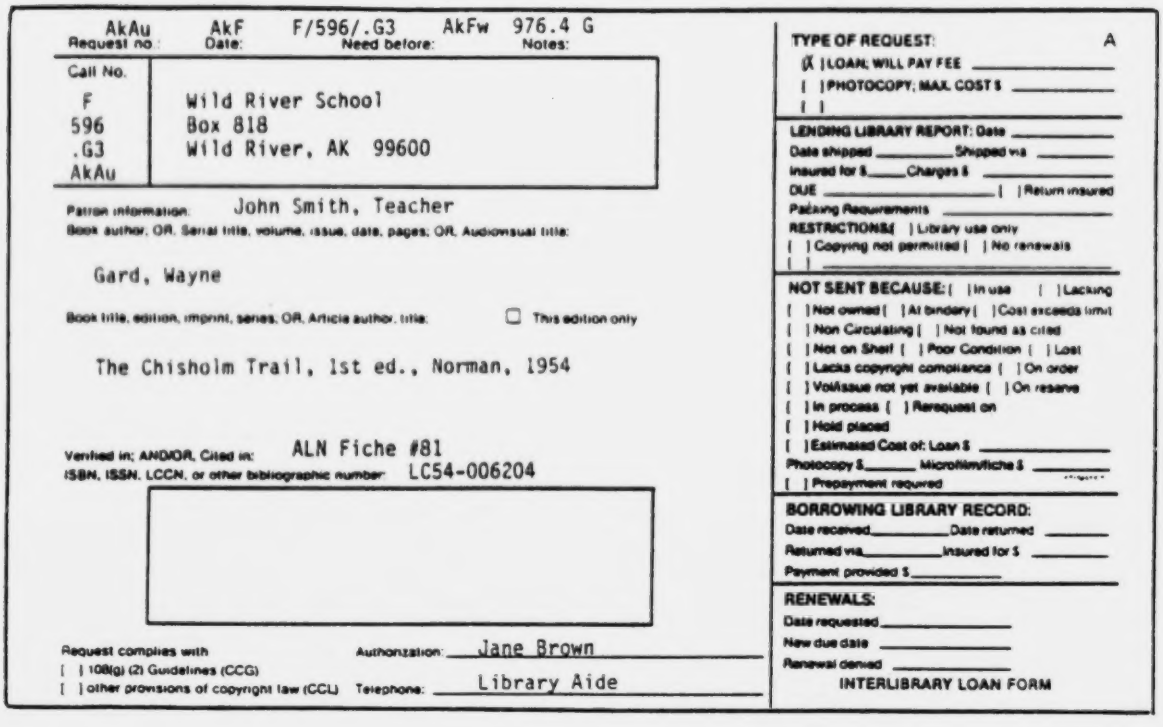
HOLDING LIBRARY	CALL NUMBER	COMMENT

Example

Title Entry as it Appears in the ALN Catalog

The Chisholm Trail: with drawings by Nick Eggenhofer. Gard, Wayne, 1899-
(1st ed.) Norman, University of Oklahoma Press (1954)
xi, 296 p. illus., ports., maps. 25 cm.
Bibliography: p. 265-280.
1. Cattle trade—West (U.S.) 2. Chisholm Trail.

F/596/.G3 AkF
976.4 G AkFw
F596.G3 AkAU (54-006204)



AkAu Request no. | AkF Date: | F/596/.G3 Need before: | AkFw Notes: | 976.4 G

Call No.
F
596
.G3
AkAu

Wild River School
Box 818
Wild River, AK 99600

Patron information: John Smith, Teacher

Book author, OR, Serial title, volume, issue, date, pages; OR, Audiovisual title:
Gard, Wayne

Book title, edition, imprint, series, OR, Article author, title: ☐ This edition only
The Chisholm Trail, 1st ed., Norman, 1954

Verified in; AND/OR, Cited in: ALN Fiche #81
ISBN, ISSN, LCCN, or other bibliographic number: LC54-006204

Request complies with
[ ] 108(g) (2) Guidelines (CCG)
[ ] other provisions of copyright law (CCL)

Authorization: Jane Brown
Telephone: Library Aide

TYPE OF REQUEST: A
(X) LOAN; WILL PAY FEE
[ ] PHOTOCOPY; MAX. COST $
[ ]

LENDING LIBRARY REPORT: Date
Date shipped ____ Shipped via ____
Insured for $____ Charges $ ____
DUE ____ [ ] Return insured
Packing Requirements ____
RESTRICTIONS: [ ] Library use only
[ ] Copying not permitted [ ] No renewals
[ ]

NOT SENT BECAUSE: [ ] In use [ ] Lacking
[ ] Not owned [ ] At bindery [ ] Cost exceeds limit
[ ] Non Circulating [ ] Not found as cited
[ ] Not on Shelf [ ] Poor Condition [ ] Lost
[ ] Lacks copyright compliance [ ] On order
[ ] Vol/issue not yet available [ ] On reserve
[ ] In process [ ] Rerequest on
[ ] Hold placed
[ ] Estimated Cost of: Loan $ ____
Photocopy $____ Microfilm/fiche $ ____
[ ] Prepayment required

BORROWING LIBRARY RECORD:
Date received____ Date returned ____
Returned via____ Insured for $ ____
Payment provided $____

RENEWALS:
Date requested____
New due date ____
Renewal denied ____

INTERLIBRARY LOAN FORM

Interlibrary Loan Request for the Title

ALNCat HOLDING SYMBOLS

AK	Alaska State Library, Juneau
AkA	Anchorage Municipal Libraries
AkAAR	Alaska Resources Library, Anchorage
AkAAVS	UAITC/CIT/Audio Visual Services, Anchorage
AkABF	Auke Bay Fisheries Lab, Library, Auke Bay
AkAFG	Alaska Dept. of Fish & Game, Habitat Division Library, Anchorage
AkAS	Anchorage School District
AkAU	University of Alaska, Anchorage Library
AkB	Kuskokwim Consortium Library, Bethel
AkBarN	North Slope Borough School District Curriculum Center, Barrow
AkDFG	Alaska Department of Fish and Game Library, Douglas
AKEiel	U.S.A.F. Eielson Library, Fairbanks
AkElm	U.S.A.F. Elmendorf Library, Anchorage
AkElm-M	U.S.A.F. Elmendorf Medical Library, Anchorage
AkF	Fairbanks North Star Borough Public Library
AkFg	Fort Greely Post Library, Fairbanks
AkFr	Fort Richardson Post Library, Anchorage
AkFw	Fort Wainwright Post Library, Fairbanks
AkHom	Homer Public Library
AkJ	Juneau Public Library
AkJBM	U.S. Bureau of Mines Library, Juneau
AkJFS	U.S.D.A. Forestry Sciences Library, Juneau
AkJL	Legislative Reference Library, Juneau
AkJU	University of Alaska, Juneau Library
AkK	Ketchikan Public Library
AkKc	Ketchikan Community Library
AkKe	Kenai Community Library
AkKSD	Ketchikan Gateway Borough School Dist, Ketchikan
AkKo	A. Holmes Johnson Memorial Library, Kodiak
AkKoC	Kodiak Community College Library
Ak-L	Alaska Court System Law Library, Anchorage
AkN	Kegoayah Kozga Public Library, Nome
AkNNC	Northwest Community College, Emily Ivanof Brown Learning Resources Center, Nome
AkP	Petersburg Public Library
AkPaIU	Matanuska-Susitna Community College Library, Palmer
AkPal	Palmer Public Library
AkS	Kettleson Memorial Library, Sitka
AkSJ	Sheldon Jackson College, Stratton Library, Sitka
AKSolk	Kenai Peninsula Community College Library, Soldotna
AkSol	Soldotna Public Library
AkSSD	Sitka School District
AkU	Rasmuson Library, University of Alaska, Fairbanks
AKU-AB	University of Alaska, Fairbanks, Institute of Arctic Biology
AkU-G	University of Alaska, Fairbanks, Geophysical Institute
AkU-M	University of Alaska, Fairbanks, Biomedical Library
AkU-MS	University of Alaska, Fairbanks, Institute of Marine Science
AkU-Mu	University of Alaska, Fairbanks, Museum Library
AkU-W	University of Alaska, Fairbanks, Wildlife Library
AkV	Valdez Public Library
AkWas	Wasilla Public Library

ALASKA UNION LIST OF SERIALS

The Alaska Union List of Serials (AULS) is a microfiche list of journals held by Alaska libraries. The last edition of AULS was produced in 1984. Since that time libraries have been adding their periodical holdings to the WLN database which are included in ALNCat. Not all libraries have completed this process. If an item is not listed on ALN, check the AULS microfiche. You may route your request to libraries listed on AULS. The list may not be accurate. Libraries may have cancelled titles or a title may have ceased publication since the last AULS list was produced.

WESTERN LIBRARY NETWORK

The Western Library Network (WLN) was developed by the Washington State Library to assist libraries in cataloging operations and in the sharing of resources. The online database currently contains bibliographic records for approximately four million items. Almost 350 libraries in Washington, Oregon, Arizona, Idaho, Montana, Alaska, and British Columbia are members of WLN and have listed over nine and a half million holdings or location records in the database. Participation in WLN by Alaska libraries greatly improves the sharing of resources among all libraries in the state and enables Alaska resources to be used first in responding to the information needs of Alaska residents. Libraries in Alaska search the WLN database through online terminals, dial-up terminals, LaserCat, the WLN microfiche Resource Directory, and, for Alaska holdings, the ALNCat.

Alaska first became a WLN participant in 1975. The Skinner Collection of Alaska materials in the Rasmuson Library, University of Alaska Fairbanks, was entered into the database and a book catalog was published. Later a pilot union list of holdings of Alaska Libraries was produced as a Computer Output Microform Catalog (COMCAT).

WLN is a flexible database because it has so many access points to its bibliographic records. While use of the card catalog requires knowing at least an author, title or standard wording for a subject, the online and LaserCat databases can do much more. As examples, specific titles can be identified by keywords regardless of their order. Words and names can be truncated if the exact spelling is unknown. Subheadings of a subject can be searched as well as Library of Congress card numbers, International Standard Book Numbers (ISBN) or International Standard Serial Numbers (ISSN).

The interlibrary loan subsystem of WLN initiated in 1986 facilitates the processing of ILL requests. Participating libraries reformat bibliographic information in the online database into an online interlibrary loan request for immediate electronic routing to holding libraries. See the WLN Interlibrary Loan Subsystem User's Manual for more information on the online WLN ILL subsystem. Techniques for searching the WLN database are included in Appendix D.

ONLINE COMPUTER LIBRARY CENTER

The Online Computer Library Center (OCLC) is the world's largest database of library bibliographic information. It contains over 18 million bibliographic records with nearly 8,000 libraries using and/or contributing information.

The State Library, UAF, and UAA use the OCLC database and interlibrary loan subsystem to identify libraries holding requested materials not found on the WLN database. (The WLN database is searched first because most Alaska and many northwestern libraries participate only in WLN).

Libraries referring requests for OCLC searching are asked to remember the following:

1. Give as much information as possible. If the citation is on WLN but there are no holdings, WRITE THE RECORD IDENTIFICATION NUMBER FROM THE WLN PRINTOUT ON THE OCLC REQUEST. A rid #, ISSN, ISBN, or CODEN speeds up the search. Provide as many of these access points as possible. A publication date or approximate date is also important.

2. Indicate on the request where you have checked even if the search was unsuccessful. That saves duplication of effort.

3. If a journal title is abbreviated, try to determine the full title. Ulrich's International Periodicals Directory, Readers' Guide to Periodical Literature, BIOSIS or CASSI are good verification sources. Do provide the abbreviation as well.

4. Once the item is shipped, the OCLC searching library sends the request plus two update forms to the requesting library. The first update form should be returned to the searching library with the date the item was received. The second update form should be returned to the requesting library with the date that the item was returned. In the case of a journal article that is not returned, the second copy should be discarded. Return the update forms to the searching library as soon as you can. This helps keep the screen of the library making the request for you unclogged. If you initiated the request via the WLN subsystem, you can type in the received/returned date on the request and route back online. Likewise, if you sent your request on UACN or ONTYME, you can send the received/returned date by the same method. In this case, be sure to use the OCLC ILL request number on the first line of the OCLC request. You will then receive an acknowledgment.

5. If you are sending ALA forms, attach any back-up material you may have. Your request will be returned to you for back-up material or additional verification if the item is not located on OCLC or verified elsewhere.

6. If you have a RUSH request, give a need by date and a date after which the material can no longer be used.

7. Subject searches cannot be done on OCLC. Searching is done utilizing search keys. Search keys employ parts of words or numbers from various fields in the bibliographic record. Techniques for searching the OCLC database are included in Appendix E.

CHAPTER III

MATERIALS AND SERVICES AVAILABLE THROUGH INTERLIBRARY LOAN

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CHAPTER III

MATERIALS AND SERVICES AVAILABLE THROUGH INTERLIBRARY LOAN

Library materials which can be sent safely by mail may be requested through interlibrary loan. This section provides information on available materials and services.

AUDIO CASSETTES

In addition to items listed in the ALN catalog, several thousand audio cassettes are available. Current information on these cassettes can be obtained from the Alaska State Library. Previously issued cassette catalogs include:

a. Alaska Library Network, Center for Cassette Studies, Cassette Catalog 1
b. Songs and Legends of Alaska Native Peoples, Cassette Catalog 2
c. Alaska Native Interviews
d. Old Time Radio Tapes
e. Educational Audio Tapes

MATERIALS FOR THE BLIND AND PHYSICALLY HANDICAPPED

Recorded books and magazines and braille materials are available through the Anchorage office of the State Library.

Patrons eligible for services are those with visual impairments, muscular or other physical impairments making it difficult to hold a book or turn its pages, learning disabilities, or temporary disabilities due to accidents or surgery, etc.

Application forms are available from the Regional Libraries and the Alaska State Library. For more information contact the Services for the Blind and Physically Handicapped, 650 West International Airport Road, Anchorage, Alaska 99518. Phone: 561-1003.

Large print books are available through regular interlibrary loan channels.

BOOKS AND CURRENT PUBLICATIONS

Recently published books may not be available due to high demand in the owning library. Interlibrary loan codes suggest books should have been published from six months to a year previous to the request. Alaska libraries are more lenient. However, the policy varies from library to library.

Best sellers or high demand titles within the selection policy of a library should be considered for purchase unless severe budget restrictions apply.

Although most libraries are willing to share their resources to satisfy a bona fide need, libraries resent being "used" for current, common, and inexpensive titles.

DATABASE SEARCHES

Database searches are available at a number of libraries in Alaska. (See Appendices F,G,H). Computer-generated bibliographies with abstracts may be obtained by a database search. Charges vary among libraries. Patrons should check with the nearest library listed in Appendices F,G,H to determine if a computerized search is appropriate. The best searches result from direct contact between the patron and the searcher. Search requests which cannot be satisfied within the regions may be sent to the State Library as interlibrary loan requests. These requests should contain a full description of the topic including index terms or descriptors, time frame, language, as well as the name, address, and telephone number of the patron. While Alaskan libraries may not charge other Alaskan libraries for interlibrary loan requests, charges may be appropriate for database searches.

DOCUMENTS

The following Research Libraries are selective depositories for federal documents. Other selective federal depositories are listed in Appendix I.

Alaska State Library, Juneau
Consortium Library, University of Alaska Anchorage
Elmer E. Rasmuson Library, University of Alaska Fairbanks

Requests for Federal documents should be routed as any other request. Depository libraries do not enter all of the documents they receive onto the ALN database. Therefore, do not hesitate to request a federal document from one of these libraries even if you do not find it on the ALNCat or WLN.

There are 14 Alaska State documents depository libraries in Alaska (Appendix J). Occasionally a document will appear on WLN with holdings only in Outside libraries. In some cases libraries have state documents which are not cataloged. Therefore, requests for Alaska State documents should not be sent outside the state (WLN) unless the State Library is unable to locate a copy.

GENEALOGY

Genealogy source materials are not generally available through interlibrary loan. Occasionally, microfilm copies are available. Indicate specifically if microfilm is acceptable. Also, many libraries will search their materials for specific family names and photocopy appropriate pages. Appendix K includes genealogy sources available in Alaska.

~~Census records can no longer be borrowed from~~ the National Archives. They may be purchased from:

Cashier
National Archives (GSA)
8th & Pennsylvania NW
Washington, D.C. 20408
$20.00 per roll of microfilm

Records may also be rented from:

Census Microfilm Rental Program
P.O. Box 30
Annapolis Junction, MD 20701-0300
10 rolls for $2-$3 per roll; 30 day rental

HEALTH SCIENCES MATERIALS

Health sciences serials not found on WLN or OCLC should be checked against the Region 6 Union List of Serials microfiche maintained at the Regional Libraries. For assistance in verifying health science materials, requests may be sent to the Alaska Health Sciences Library in Anchorage. Requests should be sent to the National Library of Medicine only as a last resort and with adequate verification. Requests not verified will be automatically returned. Note: As with the Film Library, health care professionals (doctors, dentists, nurses, etc.) contract directly with the Alaska Health Sciences Library for a range of library services. All health care professionals should be referred to the Health Sciences Library. Requests referred by public or school libraries should be for consumer health information.

Alaska Health Sciences Library
3211 Providence Drive
Anchorage, AK 99508

JUVENILE BOOKS

Children's materials may also be borrowed on interlibrary loan. For materials in print, however, libraries are strongly encouraged to purchase rather than initiate an interlibrary loan. These materials are frequently inexpensive and used repeatedly.

MEDIA

The State Film Library is located in Anchorage. Sixteen millimeter films and video cassettes on a variety of subjects are available. Sixteen millimeter films will no longer circulate beginning September 1989. Films and videos are listed in the ALNCat. A separate microfiche or paper catalog is available on request from:

Alaska State Film Library
Anchorage Center
650 West International Airport Road
Anchorage, Alaska 99518
Telephone: 561-1132

Note: School districts contract directly with the State Film Library for services. Personnel from districts which have not contracted with the Film Library are not eligible to borrow materials for school purposes through public libraries. Public libraries may only request materials on behalf of patrons for personal or work (other than public school) related use. If in question, contact the Film Library at the address noted above, or call the State Library.

MULTI-VOLUME SETS

Books published in sets of more than three volumes may not be available through interlibrary loan or available only a few volumes at a time. Requests for a photocopy of the table of contents, index, or specific pages can be more readily supplied. A two-step process may work best. It is usually better to request table of contents first and then specific information. Requests should be specific and carefully worded.

PERIODICALS AND SERIALS

Few libraries will lend bound serials. Complete issues or single copies of journals, magazines, or other periodicals are generally not available. Submit requests for photocopies according to instructions in Chapter 4, Section 6, Request Forms and Guidelines.

Files of Alaska newspapers, back issues of many magazines, and various technical reports are often available in microform. Paper copies printed from microform are also available.

PHONOGRAPHS AND COMPACT DISCS

Records and compact discs (CD's) at Anchorage Municipal Library are available through interlibrary loan. Requests for specific items only will be accepted. Records are also available from UAA and the Juneau Public Libraries.

REFERENCE MATERIALS

Reference books are generally non-circulating and unavailable through interlibrary loan. Photocopies of small portions of a book can usually be supplied. Occasionally a reference item may be requested for a brief period of time for in-library use only.

THESES AND DISSERTATIONS

Dissertations not available on WLN or OCLC should be requested from the issuing university or purchased through University Microfilms (Appendix A). Small libraries should route dissertation requests to their Regional Library with a note not to exceed amount library or patron is willing to pay. Note: The Alaska Project does not pay for purchase of theses or dissertations.

CHAPTER IV

HOW TO MAKE REQUESTS

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CHAPTER IV

HOW TO MAKE REQUESTS

LOCAL LIBRARY RESPONSIBILITY

Borrowing Material

Initiating Requests:

1. Search your own collection thoroughly. CONSULT YOUR OWN REFERENCE STAFF.

2. Search ALNCat or, if you find holdings on WLN, always use Alaska locations first.

3. For monographs not available in state, check Books In Print. If item is available and meets the collection development goals of your library, give serious consideration to its purchase.

4. If the material is not available locally and purchase is not feasible in time to meet the request, fill out the appropriate request form and route. List Alaska locations first. Include your library's return address label with the request.

5. Verify as much of the bibliographic information on your request as possible. (See Verification and Source, Section 3 of this chapter.)

6. Include any information the patron is able to supply such as approximate date, source, etc.

7. Be certain the request complies with the copyright law and guidelines (Appendix B). EACH REQUESTING LIBRARY IS RESPONSIBLE FOR MAINTAINING ITS OWN COPYRIGHT RECORDS.

8. If you cannot find any holding locations, send the request and your library's return address label to your Regional or Resource Library.

Requesting Status Reports:

1. To check the status of a request, send a copy of the original request form with a note asking the status. Without a copy of the original request, write or electronically message the Regional Library giving the author, title, date of request, and request number.

2. To check the status of a request the Regional Library has forwarded to another library, follow the above procedure but send the status request to the forwarding library.

Care and Return of Materials

1. The borrowing library is responsible for the safe and prompt return of borrowed materials. Respect due dates or request renewals in advance of the original due date.

2. The borrowing library is bound by any conditions or limitations of use imposed by the lending library.

3. Materials should be returned directly to the lending library.

4. The borrowing library pays for postage and insurance, if applicable, for returning material and for reimbursement for same when requested.

5. Due date for the patron should allow sufficient mailing time to ensure that the material is returned on time to the lending library.

6. A copy of the original request should always be returned with the book.

Renewals

Send any requests for renewals directly to the lending library PRIOR TO THE DUE DATE. Include a copy of the request or the author, title, call number and any other pertinent information. If possible, ask for renewal on the copy of the request which was enclosed in the book. Keep renewal requests to a minimum.

Lost Material Policy

Borrowing libraries are responsible for replacement copies or reimbursement for material lost or damaged by their patron.

Lending

1. Send material directly to the requesting library upon receipt of a request form. Enclose a return mailing label. Consider assigning "four weeks use" instead of a specific due date to help counteract slow mail service.

2. If a request cannot be filled within a reasonable period, the request should be routed to the next library on the routing slip. If no additional route locations are listed, return the request to the originating library if from out of state; requests from an Alaska library should be sent to the Regional Library for further action.

3. Each library is responsible for maintaining records and promptly sending out overdue notices for its own materials.

REGIONAL LIBRARY RESPONSIBILITY

Regional library responsibilities include those listed for local libraries as well as those listed below.

Requests Received From Another Library Within the Region

1. Check your own collection. CONSULT YOUR REFERENCE STAFF.

2. Complete verification, make corrections, and add information as needed. See List of Verification Tools, Appendix N.

3. Search the region. Consult special libraries and local lists of holdings.

4. Search WLN for holdings. If locations are found, request the material via the WLN interlibrary loan subsystem. Route to Alaska libraries first.

5. If you do not have access to the WLN interlibrary loan subsystem, attach the WLN printout showing holdings and include the routing order.

6. To route a request, use all Alaska locations first. Then route the request Outside using (1) the nearest location -- Western Washington, if possible, (2) the three libraries nearest to each other, (3) the smallest libraries. Number the libraries in priority order as shown on the form in Chapter I, Section 3. No one library should receive the bulk of your requests.

   Because funds for the Alaska Project are limited it is in everyone's best interest to borrow material, whenever possible, from libraries which do not charge. A list of WLN libraries charging loan fees is included in this chapter, Charges and the Alaska Project. The WLN ILL subsystem will soon provide library lending policies including charges. Within the guidelines noted above, list libraries which do not charge before libraries which charge.

7. Always check in-print material for possible purchase. Materials which will help build the library collection should be purchased. Alaska libraries have agreed to assist each other lending in-print material. (See Chapter III for materials available through interlibrary loan.)

8. The receiving library is responsible for the safe return of borrowed materials. The Regional Library should be prepared to assist the lending library when a borrowing library does not respond to overdue notices or is unable to replace lost items. Problems not solved at the regional level will be referred to the State Library.

Communication Methods

Within the regional network, requests are sent at present via U.S. mail, the Ontyme Electronic Mail System, the University of Alaska Computer Network electronic mail system (UACN), WLN and OCLC ILL subsystems, telefax, telex or telephone. (See Appendix L for codes and numbers.)

Notification of Status

Requests not filled promptly within the state will be forwarded to another holding library or will take other action. The Regional Library will notify the community library.

Copyright

The Regional Library will maintain a file of photocopy requests for its own patrons to comply with the copyright law. EACH REQUESTING LIBRARY IN THE REGION IS RESPONSIBLE FOR MAINTAINING ITS OWN COPYRIGHT RECORDS. Appendix B contains information on copyright compliance.

Statistics

1. The Regional Library will maintain statistics for the interlibrary loan transactions it processes and forward a copy of the statistics form to the State Library at the end of each month. Research Libraries should submit statistics quarterly. Appendix M includes the statistics form and instructions for completion.

2. These statistics form the basis for funding the interlibrary loan network. Their submission is very important.

VERIFICATION AND SOURCE

Verification is proof a title exists and the information the patron supplied about the author, title, publisher, and date is correct. Bibliographic verification is an important part of a successful interlibrary loan transaction. Ideally, verification comes from a standard bibliographic tool listing published works.

The BEST VERIFICATION TOOLS for book requests in order of preference are:

1. Alaska Library Network Catalog (ALN)
2. Western Library Network (WLN)

Please cite the following on interlibrary loan forms:

From:	Cite:
ALNCat	ALNCat fiche #
Western Library Network	WLN RD, followed by category of entry (Author, Title, Subject) and fiche number, e.g., WLN RD T12 and rid #
online search found only in Bib. file, no locations in holdings file	WLN Terminal or WLN T, followed by number (include "LC" or "WLN") and "Zero holdings," e.g., WLN Terminal or RID LC 79-13060 Zero Holdings, or use abbreviation: WLN Terminal or WLN T LC 79-13060 Oh
online search and locations(s) found	WLN Terminal or WLN T. List up to five locations.

3. Verification sources that give library locations, e.g., National Union Catalog (NUC).

4. Cumulative Book Index (CBI). Use AUTHOR ENTRY for complete citation.

5. American Book Publishing Record (ABPR)

INCLUDE THE NAME OF THE TOOL AND THE SPECIFIC VOLUME AND PAGE NUMBER.

The best verification tools for periodicals are:

1. WLN

2. ALN

3. University of Washington Central Serials Record. The 18th edition, November 1987, is the last. These serials are now on OCLC.

4. Alaska Union List of Serials (AULS). The last edition is 1984.

5. New Serial Titles

6. Ulrich's International Periodicals Directory

7. Chemical Abstract Service Source Index (CASSI)

Include all the information from the verification tool including the full name of the author of the item needed, the full title, name of publisher, place of publication, date of publication, and series information when applicable. Include the volume and issue numbers, year, and page number on which the citation is given. Include the abstract number, if there is one. Always include the price if it is given.

If you do not have access to appropriate verification tools, include a notation that you have not been able to verify.

A list of major verification tools held by Regional and Resource Libraries is included in Appendix N. Holding libraries for these tools can be identified using ALN, WLN, etc. If you need to have a particular verification tool checked, route the request to the library holding that tool.

ALWAYS INCLUDE THE SOURCE IF YOU CANNOT VERIFY THE CITATION.

Source

The SOURCE OF INFORMATION is where the patron learned about the material. Material listed in sources may or may not have all the information included or be accurately cited. Source is of vital importance if you cannot verify the request. Get all the facts you can and, when possible, SEND A PHOTOCOPY OF THE TITLE PAGE OF THE SOURCE AS WELL AS THE PAGE WITH THE CITED INFORMATION.

An example of a good book source citing: "Friedman, Milton, Free to Choose, 1980, p. 210."

An example of good magazine source citing: "Nation's Business, Vol. 20, No. 5, May 12, 1926, p. 40."

If the source of your information is a computer search, include the name of the individual database, (e.g., AGRICOLA or ERIC, not DIALOG or ORBIT which are only vendors' trade names for their collections of database files.) Also, if possible, include the entry or i.d. number and a copy of the computer print-out.

Sources of books include:

1. Books in Print (BIP): Use author list for complete citation.

2. Forthcoming Books

3. Book Review Digest

4. Book reviewing journals such as Booklist, Library Journal, and School Library Journal

5. Bibliographies

Sources for periodical articles include:

1. Reader's Guide to Periodical Literature
2. Magazine Index
3. New York Times Index and other newspaper indexes
4. Other indexes to specialized periodicals, e.g., Education Index, Business Periodicals Index, Public Affairs Information Service, etc.
5. Bibliographies

A complete and accurate citation assists ILL in serving you FASTER and BETTER. HOWEVER, if you cannot get all the exact information or provide a source, send the request with the information you do have and with notation as to what resources you have checked. Glean as many clues from the patron as possible regarding supposed project matter, date of publication, context the patron learned of the publication, etc. Such additional information could determine a successful search.

CHARGES AND THE ALASKA PROJECT

Because library resources in Alaska are limited, the State Library allocates a portion of State general operating and federal funds received from the Library Services and Construction Act (LSCA) to the Alaska Project to support the costs of borrowing materials from libraries outside Alaska. (Note: By long standing agreement, Alaska libraries do not charge other in-state libraries for interlibrary loan services.)

As a result, individual libraries or patrons do not presently absorb the borrowing costs for routine interlibrary loan services. There are, however, limitations to what the Alaska Project can provide.

Routine costs incurred for loan or copy fees for books, journals, or photocopies requested from libraries outside Alaska are paid for by the Alaska Project. The new Alaska Project form is included in this section. It should be reproduced and attached to all requests sent out of state or the information keyed in to electronic mail requests. The BILLING LIBRARY MUST INCLUDE A COPY OF THE ILL REQUEST WITH THE INVOICE TO RECEIVE PAYMENT. Also note that the Alaska Project does NOT pay for:

dissertations
overdue fines
material replacement costs
video or film loans
rental charges
damages
return postage and insurance
commercial locating services

These costs are the responsibility of the requesting library or borrower. If funds become more limited it may be necessary to further limit charges to the Alaska Project.

When a request is returned to a requesting library because no holding libraries have been identified utilizing WLN, OCLC, or other sources available from Research Library verification/location tools, any further costs incurred as a result of forwarding the request to a commercial service will be the responsibility of the borrowing library. The Alaska Project will not pay for commercial sources.

It is hoped that libraries will develop policy statements to deal with costs incurred from forwarding requests to commercial sources. In establishing such a policy, consider the collection development implications of such requests. It may be more appropriate to fund these from the acquisitions budget than to automatically pass the costs to the borrower.

ALASKA PROJECT FORM

Please send the requested MATERIAL(S) to the requesting library. Charges for book or journal loan and photocopy fees are paid for by the ALASKA PROJECT. To RECEIVE PAYMENT, A COPY of the ILL REQUEST MUST BE INCLUDED WITH THE INVOICE, and mailed to:

The Alaska Project
c/o Fairbanks North Star Borough Public Library
1215 Cowles Street
Fairbanks, Alaska 99701

The Alaska Project will ONLY pay loan, copy, and postage fees for books, journals, or requested photocopies. The requesting library is responsible for ALL OTHER CHARGES. Invoices for overdue fines, film/video LOAN OR RENTAL fees, lost books, etc., MUST BE SENT DIRECTLY TO THE RESPONSIBLE LIBRARY.

LIBRARIES CHARGING $10 & OVER PER REQUEST & WLN LIBRARIES CHARGING LOAN FEES

Loaning Library	Costs
Boise State University	$ 7.50
Boston University	.10.00
Brandeis University	10.00
California Academy of Science	10.00
Center for Research Libraries	12.00
Columbia University Library/ New York, NY	15.00
Cornell University	12.00
Dropsie University	10.00
Dumbarton Oaks, Harvard University	15.00
Harvard University	15.00
Iowa State University	10.00
Johns Hopkins University	10.00
Mansfield University/Mansfield, PA	15.00
Missoula Public Library	5.00
Montana State University	7.00
Oak Ridge National Laboratory/TN	10.00
Oregon State University/Corvallis	10.00
Portland State University	8.00
Union Theological Seminary	10.00
University of California/Berkeley	15.00
University of California/Los Angeles	15.00
University of Florida/Gainesville	10.00
University of Hawaii Library/Honolulu	10.00
University of Michigan/Ann Arbor	10.00
University of Pennsylvania	10.00
University of Toronto	11.00
University of Washington	*
University of Waterloo	10.00
University of Windsor	10.00
University of Wisconsin/Madison	10.00
University of Wyoming/Laramie	10.00
Washington State University	4.00
Wayne State University/Detroit, MI	10.00
Yale University	15.00
Ziff-Davis Publishing Company/Newark, NJ	10.00

*$8.00 loan fee; minimum $7.00 photocopy fee; minimum $15.00 additional for rush requests.

REQUEST FORMS AND GUIDELINES

The standard form used in Alaska is the newly revised (1988) American Library Association's (ALA) ILL request form included in this section and used by the Regional and Research Libraries when mailing requests outside Alaska. Copies of this form can be purchased from any standard library supply vendor. Emergency supplies of forms can be requested from the Regional Libraries. Libraries sending requests by computer mail systems are instructed to follow the format shown on the next page. Complete the forms as fully as possible to facilitate the processing of requests. Incomplete forms can be forwarded to your Regional Library. If the Regional Library cannot fill the request, it will be forwarded to a WLN or OCLC holding library or returned to the requesting library if sufficient information is not available to continue the search.

The following pages give examples of author/title, periodical and subject requests. Detailed information on how to fill out the form for each type of request is provided.

*BE CERTAIN TO INDICATE ON YOUR REQUESTS IF SUBSTITUTES ARE ACCEPTABLE.

Rush Requests

For RUSH requests indicate in capital letters on the form and the date by which you need the material. Libraries receiving RUSH requests are urged to give them priority treatment. Use of electronic mail (Appendix L) to transmit these requests is encouraged. Note: The Resource Sharing Service charges an additional $15.00, over and above the loan or photocopy fee, for RUSH service. Use good judgement in requesting RUSH action.

COMPUTER MAIL SYSTEMS FORMAT

When using the University of Alaska Computer Network or the Tymnet Ontyme mail systems for interlibrary loan requests, follow the format given below:

```
DATE          YOUR REQUEST NUMBER (OPTIONAL)          LAST USEFUL DATE:
                                                        (IF KNOWN)

   YOUR LIBRARY'S NAME
   ADDRESS
   CITY  STATE  ZIP

FOR:  (PATRON'S NAME)  (STATUS)  (OPTIONAL)

AUTHOR'S LAST NAME, FIRST NAME (OR PERIODICAL TITLE, VOLUME & DATE)

BOOK TITLE     (OR ARTICLE PAGES/AUTHOR/TITLE)
BOOK PLACE, PUBLISHER, DATE

VER:  (OR SOURCE OF REFERENCE:)

      CALL NUMBER  (IF KNOWN)

CCG (OR CCL)  (IF APPLICABLE)

AUTHORIZING PERSON'S NAME

END
```

1 Request no.: 2 Date: 3 Need before: 4 Notes:

5 Call No. | 6

7 Patron information:

8 Book author, OR, Serial title, volume, issue, date, pages; OR, Audiovisual title:

9 Book title, edition, imprint, series; OR, Article author, title: ☐ This edition only

10 Verified in; AND/OR, Cited in:

11 ISBN, ISSN, LCCN, or other bibliographic number:

12

13 Request complies with
[ ] 108(g) (2) Guidelines (CCG)
[ ] other provisions of copyright law (CCL)

Authorization: 14

Telephone: 15

16 TYPE OF REQUEST: A
[ ] LOAN; WILL PAY FEE _____
[ ] PHOTOCOPY; MAX. COST $ _____
[ ] _____

17 LENDING LIBRARY REPORT: Date _____
Date shipped _____ Shipped via _____
Insured for $_____ Charges $ _____
DUE _____ [ ] Return insured
Packing Requirements _____
RESTRICTIONS: [ ] Library use only
[ ] Copying not permitted [ ] No renewals
[ ] _____

18 NOT SENT BECAUSE: [ ] In use [ ] Lacking
[ ] Not owned [ ] At bindery [ ] Cost exceeds limit
[ ] Non Circulating [ ] Not found as cited
[ ] Not on Shelf [ ] Poor Condition [ ] Lost
[ ] Lacks copyright compliance [ ] On order
[ ] Vol/issue not yet available [ ] On reserve
[ ] In process [ ] Rerequest on
[ ] Hold placed
[ ] Estimated Cost of: Loan $ _____
Photocopy $_____ Microfilm/fiche $ _____
[ ] Prepayment required

19 BORROWING LIBRARY RECORD:
Date received _____ Date returned _____
Returned via _____ Insured for $ _____
Payment provided $_____

20 RENEWALS:
Date requested _____
New due date _____
Renewal denied _____

INTERLIBRARY LOAN FORM

Author/Title Requests

1. Request No.: Optional, for borrowing library's use.

2. Date: Date material requested.

3. Need before: Indicate a specific date when necessary. Allow reasonable search and mailing times.

4. Notes: Additional information.

5. Call No.: Include call number from the ALN Catalog, WLN database or other sources. List additional call numbers across the top of other form included in the verification statement (9) or an attached routing slip or WLN printout. (See Chapter 1, Section 3 on routing for additional information.)

6. Borrowing Library: Complete name and mailing address.

7. Patron Information: Optional. For internal processing, include patron name and other identification.

8. Book Author: List author's last name first, followed by his first and middle names or initials. Use full names whenever possible. Societies and organizations are treated as authors when no personal name is given.

9. Book Title: List full and complete title. If the complete title is not known or its accuracy is in question, note this immediately following the title. Mark "this edition only" box if applicable.

   Provide exact or approximate date of publication.

10. Verified in and/or cited in: This is of vital importance. Refer to section of acceptable verification and source materials, Section 3 of this chapter.

11. ISBN, ISSN, LCCN or other bibliographic number: Always include if available. These are search keys in all automated bibliographic databases.

12. Lending Library's name and address go here. BORROWING LIBRARY LEAVES THIS BLANK.

13. Request complies with: If photocopies from a monograph are being requested, the borrowing library is responsible for making sure that the request conforms to the copyright law and accompanying guidelines. Normally, you do NOT need to indicate CCL or CCG when requesting the loan of books. If you have questions, refer to the section on copyright, Appendix B. The National Library of Medicine, however, prefers that copyright compliance (CCL) be checked even for original loan requests.

14. Authorization: Name or signature of interlibrary loan staff member authorizing the request.

15. Telephone: Interlibrary loan department of borrowing library.

16. TYPE OF REQUEST: Indicate amount of fees authorized for a loan or a photocopy. Will pay fee allows borrowing library to accept lender's fees or indicate a maximum cost. The blank line is for a cost estimate, location, verification, or other information. Be sure to reference Alaska Project form in this location and to include a copy of the form.

17. LENDING LIBRARY REPORT: Borrowing library should observe the DUE date and any charges, restrictions or limitations. For example, an item sent to you insured should be returned the same way.

18. NOT SENT BECAUSE: Information from the lending library.

19. BORROWING LIBRARY RECORD: Borrowing library fills out this section and returns a copy with the book.

20. RENEWALS: Request renewals far enough in advance of the due date to return it on time if the renewal is refused. If the book arrives within a day or two of the date due, particularly for an out-of-state library, keep the book no longer than seven days. Another option is to write the lending library upon receipt of the book to request a renewal.

21. Be sure to include routing information, either by attaching a routing slip or by lisitng the library symbols in order at the top of the ILL form. BE SURE TO ROUTE TO ALASKA LIBRARIES FIRST.

1 Request no.: 2 Date: 3 Need before: 4 Notes:

5 Call No. | 6

7 Patron information:

8 Book author; OR, Serial title, volume, issue, date, pages; OR, Audiovisual title:

9 Book title, edition, imprint, series; OR, Article author, title: ☐ This edition only

10 Verified in; AND/OR, Cited in:

11 ISBN, ISSN, LCCN, or other bibliographic number

12

13 Request complies with
[ ] 108(g) (2) Guidelines (CCG)
[ ] other provisions of copyright law (CCL)

Authorization: 14

Telephone: 15

16 TYPE OF REQUEST: A
[ ] LOAN; WILL PAY FEE _____
[ ] PHOTOCOPY; MAX. COST $ _____
[ ]

17 LENDING LIBRARY REPORT: Date _____
Date shipped _____ Shipped via _____
Insured for $_____ Charges $ _____
DUE _____ [ ] Return insured
Packing Requirements _____
RESTRICTIONS: [ ] Library use only
[ ] Copying not permitted [ ] No renewals
[ ] _____

18 NOT SENT BECAUSE: [ ] In use [ ] Lacking
[ ] Not owned [ ] At bindery [ ] Cost exceeds limit
[ ] Non Circulating [ ] Not found as cited
[ ] Not on Shelf [ ] Poor Condition [ ] Lost
[ ] Lacks copyright compliance [ ] On order
[ ] Vol/issue not yet available [ ] On reserve
[ ] In process [ ] Rerequest on
[ ] Hold placed
[ ] Estimated Cost of: Loan $ _____
Photocopy $_____ Microfilm/fiche $ _____
[ ] Prepayment required

19 BORROWING LIBRARY RECORD:
Date received_____ Date returned _____
Returned via_____ Insured for $ _____
Payment provided $_____

20 RENEWALS:
Date requested_____
New due date _____
Renewal denied _____

INTERLIBRARY LOAN FORM

Periodical Requests

1-7. Same procedures as for author/title requests.

8. Serial title, volume, issue, date, pages: List the complete title of the periodical. Do not make up or expand abbreviations unless you can accurately determine the meaning. Include volume number and date.

9. Article, author, title: List the author and title of the article.

10-11. Same procedures as for author/title requests.

12. Lending Library's name and address go here. BORROWING LIBRARY LEAVES THIS BLANK.

13. Request complies with: COMPLETE THE APPROPRIATE COPYRIGHT COMPLIANCE BOX or the request will be rejected.

Explanation of when to use which box:

108 (g) (2) GUIDELINES (CCG). CHECK WHEN:

a. the request is for a photocopy of an article or a portion of a copyrighted work less than five years old. With some exceptions, no more than five copies from any one periodical title dated within the past five year period can be requested without making provisions for payment of a royalty; OR

b. the borrowing library has entered a subscription or an order for a periodical or copyrighted work; OR

c. the library's copy is not available; this includes subscriptions retained for current year only.

OTHER PROVISIONS OF COPYRIGHT LAW (CCL). CHECK WHEN:

a. the entire work or substantial part of it cannot be obtained at a fair price; OR

b. the material is for classroom use; OR

c. items may fall under "fair use" which allows copying where the use is reasonable and not harmful to the rights of the copyright holder; OR

d. the article or portion of a copyrighted work is more than five years old.

14-21. Same procedures as for author/title request.

1 Request no.: 2 Date: 3 Need before: 4 Notes:

5 Call No. | 6

7 Patron information:

8 Book author; OR, Serial title, volume, issue, date, pages; OR, Audiovisual title:

9 Book title, edition, imprint, series; OR, Article author, title: ☐ This edition only

10 Verified in; AND/OR, Cited in:

11 ISBN, ISSN, LCCN, or other bibliographic number:

12

13 Request complies with
[ ] 108(g) (2) Guidelines (CCG)
[ ] other provisions of copyright law (CCL)

Authorization: 14

Telephone: 15

16 TYPE OF REQUEST: A
[ ] LOAN; WILL PAY FEE _____
[ ] PHOTOCOPY; MAX. COST $ _____
[ ]

17 LENDING LIBRARY REPORT: Date _____
Date shipped _____ Shipped via _____
Insured for $_____ Charges $ _____
DUE _____ [ ] Return insured
Packing Requirements _____
RESTRICTIONS: [ ] Library use only
[ ] Copying not permitted [ ] No renewals
[ ] _____

18 NOT SENT BECAUSE: [ ] In use [ ] Lacking
[ ] Not owned [ ] At bindery [ ] Cost exceeds limit
[ ] Non Circulating [ ] Not found as cited
[ ] Not on Shelf [ ] Poor Condition [ ] Lost
[ ] Lacks copyright compliance [ ] On order
[ ] Vol/issue not yet available [ ] On reserve
[ ] In process [ ] Rerequest on
[ ] Hold placed
[ ] Estimated Cost of: Loan $ _____
Photocopy $_____ Microfilm/fiche $ _____
[ ] Prepayment required

19 BORROWING LIBRARY RECORD:
Date received_____ Date returned _____
Returned via_____ Insured for $ _____
Payment provided $_____

20 RENEWALS:
Date requested_____
New due date _____
Renewal denied _____

INTERLIBRARY LOAN FORM

Subject Requests

1-4. See author/title request.

5. Call No.: Will be filled in by lending library.

6-7. Same procedures as author/title request.

8) Book Author: Leave this space blank.

9) Book Title: Use this space to describe the subject. Include as much specific information as possible, including such items as depth (general summary, brief overview, in-depth study, etc.), level (juvenile, novice, professional, etc.), and quantity needed. Indicate the purpose of the request, if known, and list materials provided from your collection. Attach extra sheets for additional space. Ambiguous subject requests are returned to the borrowing library for clarification.

10-11) Not applicable.

12) Lending Library's name and address go here. BORROWING LIBRARY LEAVES THIS BLANK.

13) Request complies with: Not applicable.

14-21) Same procedures as for author/title requests.

STEPS TO A GOOD ILL REQUEST

(Reprinted with permission from Ralph Teague, University of Washington Resource Sharing Service)

1. Do a Thorough Reference Interview.

   PUMP THE PATRON for every bit of information he/she will reveal about the item requested: where he/she heard about it and when he/she thinks it was published, what it's about, why he/she wants it, whether the whole publication needs to be borrowed or some information copied and sent instead-- WHO, WHAT, WHEN, WHERE, WHY, HOW???

   CHECK OUT THE INFORMATION you think you have with the patron--play it back to the patron to make sure you've got it right--including spelling.

2. Consider: Is ILL Really the Best Way to Serve Your Patron in this Particular Case?

   Could the patron's question be answered from a reference source?

   Is there any material in your library's collection on the same subject that would meet his need just as well?

   Is his question really a subject request? Would any book on this subject satisfy him?

   Should the book be purchased rather than borrowed on ILL?

3. Put it Down on the Form.

   Try to write down EVERYTHING you learned about the request--leave nothing unsaid. What you don't write down, we'll never know. Include LC card numbers and ISBN or ISSN when known.

   Copy the information accurately. Proofread your request.

   Send a copy of your patron's source whenever possible.

   Does the request make sense the way it's written out? Will someone else reading it know exactly what your patron wants?

   When sending to a known library location, include that library's call number.

   Remember to include the deadline, any special instructions from the patron, authorization of photocopy charges, etc.

GOOD INTERLIBRARY LOAN JUDGMENTS = GOOD LIBRARY SERVICE

At the Local Library:

Decision #1: What is the patron asking for?

Do a thorough reference interview -- Pump the patron for every scrap of information he/she will reveal.

Decision #2: What kind of request is he/she making?

Reference Question:	"What percentage of the population of the United States are alcoholics?"
Subject Request:	"I want to read about the structure of gambrel roofs."
Bibliographic Requests:	"Do you have The Heart is a Lonely Hunter by Carson McCullers?"

Decision #3: What is the best way to obtain the information or material your patron wants?

Reference/Subject Requests:
- Look up the information in a reference source
- Refer your patron to a non-library information source
- Consider purchase
- Refer request to next service level

Bibliographic Requests:
- Provide a substitute
- Refer your patron to a non-library information source
- Consider purchase
- Consider obtaining via Interlibrary Loan

If Considering Interlibrary Loan:

Decision #4: Which verification/location tools should be checked to produce what your patron wants?

Decision #5: How far should searchinig continue (based on aspects of the individual request)?

Item likely to be non-circulating? Past deadline or not enough time for other steps? Very scanty information - need to get back to patron for additional clues?

Decision #6: What is the best way to obtain the material your patron wants (in light of any new information uncovered)?

Provide a substitute
Refer your patron to a non-library information source
Consider purchase
Refer request to a known or likely library location
Refer request to the next service level

APPENDICES

A. Commercial Locating/Document Delivery Services
B. Copyright Regulations and National Interlibrary Loan Code
C. ALN Microfiche Catalolg Filing Rules
D. Techniques for Searching WLN Database
E. Techniques for Searching OCLC Database
F. Alaska Library Sources for Database Searches (Online)
G. Alaska Library Sources for Database Searches (CD-ROM Products)
H. Major Microform Collections in Alaska Libraries
I. Depositories for Federal Documents in Alaska
J. Depositories for State Documents in Alaska
K. Genealogy Sources in Alaska
L. Communications Directory
M. ILL Statistics Form and Instructions for Completion
N. Selected List of Verification Tools
O. Glossary

APPENDIX A

COMMERCIAL LOCATING/DOCUMENT DELIVERY SERVICES

Prices vary with the service and the information needed. Contact firms listed below for additional information. Costs are the responsibility of the requesting library or its borrower.

UMI ARTICLE CLEARINGHOUSE
University Microfilms International
300 North Zeeb Road
Ann Arbor, MI 48106
(313) 761-4700

DYNAMIC INFORMATIONS
P.O. Box 8019
Redwood City, CA 94063-0019
(415) 591-5900

MICROMEDIA LIMITED
Information Access
144 Front Street West
Toronto, Ontario M5J 9Z9
Canada
(416) 593-5211

THE GENUINE ARTICLE
Institute for Scientific Information
3501 Market Street
Philadelphia, PA 19104
(215) 386-0100 ext. 1405

UNIVERSAL SERIALS & BOOK EXCHANGE,INC. (USBE)
3335 V St. NE
Washington, DC 20018
(202) 636-8723

INFORMATION ON DEMAND
800 Westpark Drive
McLean, VA 22102
(703) 442-0303
(800) 999-4463

NATIONAL TECHNICAL INFORMATION SERVICE (NTIS)
Document Delivery Service
5285 Port Royal Road
Springfield, VA 22161
(703) 487-4650

CHEMICAL ABSTRACTS SERVICE
Document Delivery Service
P.O. Box 3012
Columbus, OH 43210

BRITISH LIBRARY DOCUMENT SUPPLY CENTER (BLDSC)
User Services International
Boston Spa
Wetherby
West Yorkshire LS23 7BQ
United Kingdom

CENTER FOR RESEARCH LIBRARIES (CRL)
6050 S. Kenwood Ave.
Chicago, IL 60637
(312) 955-4545

THE INFORMATION STORE
Professional Document Retrieval Services
140 2nd Street - 3rd Floor
San Francisco, CA 94105
(415) 543-4636

APPENDIX B

COPYRIGHT REGULATIONS AND NATIONAL INTERLIBRARY LOAN CODE

COPYRIGHT REPRESENTATION ON THE NATIONAL INTERLIBRARY LOAN OR PHOTOCOPY REQUEST FORM*

The form used to request a loan or photocopy of an item from another library has been modified to facilitate conformity with the Copyright Revision Act of 1976 (PL 94-553) and the guidelines which are intended to provide assistance in the application of the law. The sections of the law which relate to copies that may be requested by using the interlibrary loan or photocopy request form are sections 107 and 108.

Two sets of guidelines related to section 107 may have application to interlibrary loan transactions. These are the "Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions" and the "Guidelines for Educational Uses of Music." The guidelines which relate directly to interlibrary loan are the "Guidelines for the Proviso of Subsection 108(g)(2)" which were developed by the National Commission on New Technological Uses of Copyrighted Works (CONTU).

The requesting entity (borrowing library) is responsible for making sure that the request conforms to the copyright law and the accompanying guidelines. To assure the supplying entity (lending library) that the request does so conform, the requesting library must check one of the two boxes provided in the lower left corner of the paper form or include one of the corresponding codes, CCG (Conforms to Copyright Guidelines) or CCL (Conforms to Copyright Law), in the electronic transmission of the request. Unless one of these boxes is checked or one of the codes is included, the supplying entity may refuse to fill the request.

A check in the first box or transmission of the code "CCG" means that the request is in conformity with the CONTU "Guidelines." Requesting libraries should bear in mind that the "Guidelines" apply *only* to materials described in Subsection 108(d) of the law, i.e., an article or other contribution to a copyrighted collection or periodical issue or a small part of any other copyrighted work. A check in the second box or transmission of the code "CCL" means that the request is legitimate because it is authorized elsewhere in the copyright law.

108(g)(2) GUIDELINES (CCG)

The first box should be checked by the requesting entity, or the code "CCG" included in transmission of the request, under the following circumstances:

1) When the requesting entity has observed the quantitative restrictions set forth in guideline #1, or
2) When the requesting entity has in force or has entered an order for a subscription to a periodical (See "Guidelines" #2a) or has entered an order for a copy of any other copyrighted work (See "Guidelines" #2b), or
3) When the requesting entity owns the material to be copied and would have been able, under the provisions of Section 108 of the law, to supply the requested copy from materials in its own collection had such materials been reasonably available (See "Guidelines" #2b).

OTHER PROVISIONS OF COPYRIGHT LAW (CCL)

This box should be checked by the requesting entity, or the code "CCL" included in transmission of the request, whenever a copy of material in the public domain is requested or the request for a copy is sanctioned under parts of the law other than Subsection 108(d) as qualified by 108(g)(2) and its interpretive guidelines. This box should be checked under the following circumstances:

A. When the requested copy becomes the property of the user:

1) If the request is for an entire work or substantial part of a work where the requesting library has determined that a copy cannot be obtained at a fair price (See Subsection 108(e));

2) If the request is for a copy of book or periodical material made for a teacher in conformity with the "Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions" or for copying of music under the "Guidelines for Educational Uses of Music";

3) When the requesting library believes, because of the circumstances of the request, that the reproduction and distribution of the copy is a "fair use" (See Section 107 for four statutory tests to determine whether a given reproduction is or is not a "fair use.");

4) When the requested photocopy is a copy of the kind of material described in 108(d) but published earlier than five years prior to the date of the request and, therefore, not covered by the "Guidelines";

5) When the requested material is not subject to the reproduction rights granted by Section 108 (i.e., is a musical work, a pictorial, graphic or sculptural work, or a motion picture or other audiovisual work dealing with news), but the requesting library believes that, because of the circumstances of the request, the reproduction and distribution of the copy would be a "fair use" (See Subsection 108(d) for limitation of Section 108. See Section 107 for four statutory tests to determine whether a given reproduction is or is not a "fair use.")

B. When the requested copy becomes a part of the collection of the requesting library:

1) If the request is for a facsimile copy of a published work requested solely for replacement of a damaged, deteriorating, lost, or stolen copy of a work and the requesting library has determined, after reasonable investigation, that an unused replacement is unavailable at a fair price (See Section 108(c));

2) Where, because of the circumstances of the request, the requesting library believes that the reproduction and distribution of the copy would be a "fair use" (See Section 107 for four statutory tests to determine whether a given reproduction is or is not a "fair use.")

CONTU Guidelines on Photocopying under Interlibrary Loan Arrangements

The CONTU guidelines were developed to assist librarians and copyright proprietors in understanding the amount of photocopying for use in interlibrary loan arrangements permitted under the copyright law. In the spring of 1976 there was realistic expectation that a new copyright law, under consideration for nearly twenty years, would be enacted during that session of Congress. It had become apparent that the House subcommittee was giving serious consideration to modifying the language concerning "systematic reproduction" by libraries in Section 108(g)(2) of the Senate-passed bill to permit photocopying under interlibrary arrangements, unless such arrangements resulted in the borrowing libraries obtaining "such aggregate quantities as to substitute for a subscription to or purchase of" copyrighted works.[219]

The Commission discussed this proposed amendment to the Senate bill at its meeting on April 2, 1976. Pursuant to a request made at that meeting by the Register of Copyrights, serving in her ex officio role, the Commission agreed that it might aid the House and Senate subcommittees by offering its good offices in bringing the principal parties together to see whether agreement could be reached on a definition of "such aggregate quantities." This offer was accepted by the House and Senate subcommittees and the interested parties, and much of the summer of 1976 was spent by the Commission in working with the parties to secure agreement on "guidelines" interpreting what was to become the proviso in Section 108(g)(2) relating to "systematic reproduction" by libraries. The pertinent parts of that section, with the proviso added by the House emphasized, follow:

(g) The rights of reproduction and distribution under this section extend to the isolated and unrelated reproduction or distribution of a single copy or phonorecord of the same material on separate occasions, but do not extend to cases where the library or achives, or its employee . . .

(2) engages in the systematic reproduction or distribution of single or multiple copies or phonorecords of material described in subsection (d): ***Provided, That nothing in this clause prevents a library or archives from participating in interlibrary arrangements that do not have, as their purpose or effect, that the library or archives receiving such copies or phonorecords for distribution does so in such aggregate quantities as to substitute for a subscription to or purchase of such work.***

Before enactment of the new copyright law, the principal library, publisher, and author organizations agreed to the following detailed guidelines defining what "aggregate quantities" would constitute the "systematic reproduction" that would exceed the statutory limitations on a library's photocopying activities.

PHOTOCOPYING-INTERLIBRARY ARRANGEMENTS

Introduction

Subsection 108 (g)(2) of the bill deals, among other things, with limits on interlibrary arrangements for photocopying. It prohibits systematic photocopying of copyrighted materials but permits interlibrary arrangements "that do not have, as their purpose or effect, that the library or archives receiving such copies or phonorecords for distribution does so in such aggregate quantities as to substitute for a subscription to or purchase of such work."

The National Commission on New Technological Uses of Copyrighted Works offered its good offices to the House and Senate subcommittees in bringing the interested parties together to see if agreement could be reached on what a realistic definition would be of "such aggregate quantities." The Commission consulted with the parties and suggested the interpretation which follows, on which there has been substantial agreement by the principal library, publisher, and author organizations. The Commission considers the guidelines which follow to be a workable and fair interpretation of the intent of the proviso portion of subsection 108(g)(2).

These guidelines are intended to provide guidance in the application of section 108 to the most frequently encountered interlibrary case: a library's obtaining from another library, in lieu of interlibrary loan, copies of articles from relatively

[219] 94th Cong., 2d sess., 1975, S. Rept. 22.

recent issues of periodicals—those published within five years prior to the date of the request. The guidelines do not specify what aggregate quantity of copies of an article or articles published in a periodical, the issue date of which is more than five years prior to the date when the request for the copy thereof is made, constitutes a substitute for a subscription to such periodical. The meaning of the proviso to subsection 108(g)(2) in such case is left to future interpretation.

The point has been made that the present practice on interlibrary loans and use of photocopies in lieu of loans may be supplemented or even largely replaced by a system in which one or more agencies or institutions, public or private, exist for the specific purpose of providing a central source for photocopies. Of course, these guidelines would not apply to such a situation.

Guidelines for the Proviso of Subsection 108(g)(2)

1. As used in the proviso of subsection 108(g)(2), the words ". . . such aggregate quantities as to substitute for a subscription to or purchase of such work" shall mean:

(a) with respect to any given periodical (as opposed to any given issue of a periodical), filled requests of a library or archives (a "requesting entity") within any calendar year for a total of six or more copies of an article or articles published in such periodical within five years prior to the date of the request. These guidelines specifically shall not apply, directly or indirectly, to any request of a requesting entity for a copy or copies of an article or articles published in any issue of a periodical, the publication date of which is more than five years prior to the date when the request is made. These guidelines do not define the meaning, with respect to such a request, of ". . . such aggregate quantities as to substitute for a subscription to [such periodical]."

(b) With respect to any other material described in subsection 108(d), (including fiction and poetry), filled requests of a requesting entity within any calendar year for a total of six or more copies or phonorecords of or from any given work (including a collective work) during the entire period when such material shall be protected by copyright.

2. In the event that a requesting entity:

(a) shall have in force or shall have entered an order for a subscription to a periodical, or

(b) has within its collection, or shall have entered an order for, a copy or phonorecord of any other copyrighted work, material from either category of which it desires to obtain by copy from another library or archives (the "supplying entity"), because the material to be copied is not reasonably available for use by the requesting entity itself, then the fulfillment of such request shall be treated as though the requesting entity made such copy from its own collection. A library or archives may request a copy or phonorecord from a supplying entity only under those circumstances where the requesting entity would have been able, under the other provisions of section 108, to supply such copy from materials in its own collection.

3. No request for a copy or phonorecord of any material to which these guidelines apply may be fulfilled by the supplying entity unless such request is accompanied by a representation by the requesting entity that the request was made in conformity with these guidelines.

4. The requesting entity shall maintain records of all requests made by it for copies or phonorecords of any materials to which these guidelines apply and shall maintain records of the fulfillment of such requests, which records shall be retained until the end of the third complete calendar year after the end of the calendar year in which the respective request shall have been made.

5. As part of the review provided for in subsection 108(i), these guidelines shall be reviewed not later than five years from the the effective date of this bill.

These guidelines were accepted by the Conference Committee and were incorporated into its report on the new act.[230] During the ensuing twenty months, both library and publisher organizations have reported considerable progress toward adapting their practices to conform with the CONTU guidelines.

The guidelines specifically leave the status of periodical articles more than five years old to future determination. Moreover, institutions set up for the specific purpose of supplying photocopies of copyrighted material are excluded from coverage of the guidelines.

Guidelines: Records of Interlibrary Photocopying Requests

*After revising the Interlibrary Loan form to provide space for copyright representation (*AL*, Oct., pp. 492B-C), the Interlibrary Loan Committee of ALA's Reference and Adult Services Division prepared the following Records Maintenance and Retention Guidelines for interlibrary loan departments:*

This statement deals only with recommended Record Maintenance and Retention Guidelines. Interlibrary Loan librarians have a responsibility to familiarize themselves thoroughly with the provisions of the Copyright Revision Act of 1976 (PL 94-553), particularly Sections 107 and 108, and the provisions of the guidelines drafted by the National Commission on New Technological Uses of Copyrighted Works (CONTU). Guideline #4 states:

> "The requesting entity shall maintain records of all requests made by it for copies or phonorecords of any materials to which these guidelines apply and shall maintain records of the fulfillment of such requests, which records shall be retained until the end of the third complete calendar year after the end of the calendar year in which the respective request shall have been made."

Most libraries already keep some kind of record of *all* interlibrary loan requests. That record should continue. However, it must be supplemented by the kind of record described below *for certain kinds of requests.* (See Subsection 108(d) of the law and CONTU Guideline #1).

1. Form of record

It is recommended that records for periodicals be kept by title. Two possibilities seem workable: 1) a copy of the ALA Request for Loan or Photocopy form, a copy of the teletype request, or other record could be kept; or 2) a card could be set up for each title requested containing essential information including whatever is necessary to link this card to the library's file of request forms.

Note: A library may choose one of these methods or develop its own. Whatever is done it is essential that the library keep a file of requests for these materials, that the file be accessible by title, and that the date of the request be noted.

2. Creation of Record

a. For periodical material: Beginning on Jan. 1, 1978, when a request is made for a copy of an article or articles published in a copyrighted periodical *within five years prior to the date of the request*, the library will either: a) set up a card for the title of that periodical or b) enter a copy of the request form in a file of forms arranged by title. If a card is set up it should include the date of the request and either the name of the requester or the requester's order number so that reference may be made to the complete form if necessary. All later requests for the same periodical title will be recorded in like manner.

b. For material in any other copyrighted work: Beginning on Jan. 1, 1978, when a request is made for a contribution to a collection or for a small part of any copyrighted work, the library will follow procedures based on those described above. The record may be kept by title or main entry.

3. Use of Record

a. Making requests: Before requesting a photocopy, the record will be checked. If a library is using the card system and no card exists, one will be created. If a card does exist, and the number of previous requests filled complies with the CONTU Guidelines, the date and name of requester will be entered. If a library is using the copy system and the number of previous requests complies with the CONTU Guidelines, the request will be made and a copy filed.

b. Receiving material: When a request is filled, this will be noted on the card or copy. If a request is not filled, a line will be drawn through the entry on the card or the copy will be marked "not filled."

4. Contingencies

When a request is made for loan of material rather than a copy, but the supplying library sends a photocopy, a record will be made either by marking on a card or by filing a copy of the form, at the time the material is *received.*

5. Retention of Records

a. Items in this file of cards or copies of forms must be kept until the end of the third complete calendar year after the end of the calendar year in which a request shall have been made. Thus, for a request made on any date in 1978, the record must be retained until Dec. 31, 1981.

b. If a library uses the card method, copies of the form on which an interlibrary loan has been requested must also be kept, in whatever order the library wishes, until the end of the third complete calendar year after the end of the calendar year in which a request is made.

c. Information contained in the records should be summarized before records are destroyed. The summary may be useful for the five-year review mandated by Subsection 108(i) of the copyright law as well as for internal management purposes. Suggestions for the form of the five-year review summary will be made at a later time.

American Library Association, Reference and Adult Services Division, Interlibrary Loan Committee, September 1977.

NATIONAL AND MODEL INTERLIBRARY LOAN CODES

REPRINTED WITH PERMISSION OF THE AMERICAN LIBRARY ASSOCIATION

NATIONAL INTERLIBRARY LOAN CODE, 1980[1]

Adopted by Reference and Adult Services Division Board of Directors, New York, 1980[1]

Introduction

Interlibrary loan is essential to the vitality of libraries of all types and sizes and is a means by which a wide range of material can be made available to users. This code is designed primarily to regulate lending relations between research libraries and between libraries operating outside networks or consortia. It is recognized that through specific agreements, libraries organized geographically, by mutual subject interest, or other bases will have developed codes of their own. It is not the intent of this code to prescribe the nature of interlibrary lending under such arrangements. (See "Model Interlibrary Loan Code for Regional, State, Local, or Other Special Groups of Libraries.")[2]

The effectiveness of a national system of interlibrary lending is directly related to the equitable distribution of costs among all the libraries involved. Interlibrary loan is an adjunct to, not a substitute for, collection development in individual libraries. Requests to national and research libraries or requests beyond networks and consortia should only be made after local, state, and regional sources have been exhausted. It is understood that every library must maintain an appropriate balance between resource sharing and responsibility to its primary clientele.

This national code contains general guidelines for the borrowing and lending of library material. Details of procedures to be used in implementing the code will be found in the *Interlibrary Loan Procedure Manual* published by the American Library Association.[3] All libraries participating in interlibrary loan should have copies of this publication and should follow these recommendations. The manual also provides information on international interlibrary loan.

The Reference and Adult Services Division, acting for the American Library Association in its adoption of this code, recognizes that the exchange of material between libraries is an important element in the provision of library service and believes it to be in the public interest to encourage such an exchange.

I. **Definition**

An interlibrary loan is a transaction in which library material, or a copy of the material, is made available by one library to another upon request.

II. **Purpose**

The purpose of interlibrary loan as defined in this code is to obtain, for research and serious study, library material not available through local, state, or regional libraries.

III. **Scope**

A. A loan or a copy of any material may be requested from another library in accordance with the published lending policy of that library. The lending library will decide in each case whether a particular item can be provided.

B. Most libraries will not ordinarily lend the following types of materials:

1. Rare or valuable material, including manuscripts;
2. Bulky or fragile items that are difficult or expensive to ship;
3. Material in high demand at the lending library;
4. Material with local circulation restrictions;
5. Unique material that would be difficult or impossible to replace.

IV. **Responsibilities of Borrowing Libraries**

A. Each library should provide the resources to meet the study, instructional, informational, and normal research needs of its primary clientele. This can be accomplished through its own collection or through local, state, or regional cooperative resource-sharing agreements. Material requested from another library under this code should generally be limited to those items that do not conform to the library's collection development policy and for which there is no recurring demand.

B. The interlibrary loan staff of each library should be familiar with, and use, relevant interlibrary loan documents and aids. These include this code, the *Interlibrary Loan Procedure Manual*, lending policies of the major research libraries, and standard bibliographic tools and services.

C. Each library should inform its users of the purpose of interlibrary loan and of the library's interlibrary borrowing policy.

D. The borrowing library is responsible for compliance with the copyright law (Title 17, *U.S. Code*) and its accompanying guidelines, and should inform its users of the applicable portions of the law. An indication of compliance must be provided with all copy requests.

E. Requested material must be described completely and accurately following accepted bibliographic practice as outlined in the current *Interlibrary Loan Procedure Manual*. If the item cannot be verified, the statement "cannot verify" should be included along with complete information as to the original source of the citation.

F. The borrowing library should carefully screen all requests for loans and reject any that do not conform to this code.

1. Endorsed by the boards of directors of the Association for Library Service to Children and of the Young Adults Services Division, both divisions of the American Library Association, June 1980, New York, and by the membership of the Association of Research Libraries, May 15, 1980, Salt Lake City.

2. "Model Interlibrary Loan Code for Regional, State, Local, or Other Special Groups of Libraries" appears on pages 136-38.

3. This manual (Chicago: American Library Association. 1970), prepared by Sarah Katharine Thomson, has been superseded by INTERLIBRARY LOAN PRACTICES HANDBOOK.—Ed.

G. Standard bibliographic tools, such as union catalogs, computerized data bases, and other listing services, should be used in determining the location of material. Care should be taken to avoid concentrating the burden of requests on a few libraries.

H. Standard interlibrary loan formats should be used for all requests, regardless of the means of transmission.

I. The safety of borrowed material is the responsibility of the borrowing library from the time the material leaves the lending library until it is received by the lending library. The borrowing library is responsible for packaging the material so as to ensure its return in good condition. If damage or loss occurs, the borrowing library must meet all costs of repair or replacement, in accordance with the preference of the lending library.

J. The borrowing library and its users must comply with the conditions of loan established by the lending library. Unless specifically forbidden by the lending library, copying by the borrowing library is permitted provided that it is in accordance with the copyright law and no damage to the original material will result.

K. The borrowing library should encourage library users to travel to other libraries for on-site access to material when extensive use of a collection is required or the nature of the material requires special handling. The borrowing library should assist the user in making the necessary arrangements.

V. Responsibilities of Lending Libraries

A. The decision to lend material is at the discretion of the lending library. Each library is encouraged, however, to interpret as generously as possible its own lending policy with due consideration to the interests of its primary clientele.

B. A statement of interlibrary loan policy and charges should be made available upon request.

C. The lending library should process requests promptly. Conditions of loan should be stated clearly and material should be packaged carefully. The lending library should notify the borrowing library when unable to fill a request, stating the reason for not filling the request.

D. A lending library is responsible for informing any borrowing library of its apparent failure to follow the provisions of this code.

VI. Expenses

A. The borrowing library assumes responsibility for all costs charged by the lending library, including transportation, insurance, copying, and any service charges. The borrowing library should try to anticipate charges and authorize them on the original request.

B. It is recommended that nominal costs, such as postage, be absorbed by the lending library.

C. If the charges are more than nominal and not authorized by the borrowing library, the lending library should inform the requesting library and ask for authorization to proceed.

VII. Duration of Loan

A. The duration of loan, unless otherwise specified by the lending library, is the period of time the item may remain with the borrowing library disregarding the time spent in transit.

B. Interlibrary loan material should be returned promptly.

C. The borrowing library should ask for renewals only in unusual circumstances. The renewal request should be sent in time to reach the lending library no later than the date due. If the lending library does not respond, it will be assumed that renewal, for the same period as the original loan, is granted.

D. All material on loan is subject to immediate recall, and the borrowing library should comply promptly.

VIII. Violation of Code

Continued disregard of any provision of this code is sufficient reason for suspension of borrowing privileges.

Request no.: Date: Need before: Notes:

Call No.

Patron information:
Book author; OR, Serial title, volume, issue, date, pages; OR, Audiovisual title:

Book title, edition, imprint, series; OR, Article author, title: ☐ This edition only

Verified in; AND/OR, Cited in:
ISBN, ISSN, LCCN, or other bibliographic number:

Request complies with:
[ ] 108(g) (2) Guidelines (CCG)
[ ] other provisions of copyright law (CCL)

Authorization: _____
Telephone: _____

TYPE OF REQUEST: A
[ ] LOAN; WILL PAY FEE _____
[ ] PHOTOCOPY; MAX. COST $ _____
[ ]

LENDING LIBRARY REPORT: Date _____
Date shipped _____ Shipped via _____
Insured for $_____ Charges $ _____
DUE _____ [ ] Return insured
Packing Requirements _____
RESTRICTIONS: [ ] Library use only
[ ] Copying not permitted [ ] No renewals
[ ] _____

NOT SENT BECAUSE: [ ] In use [ ] Lacking
[ ] Not owned [ ] At bindery [ ] Cost exceeds limit
[ ] Non Circulating [ ] Not found as cited
[ ] Not on Shelf [ ] Poor Condition [ ] Lost
[ ] Lacks copyright compliance [ ] On order
[ ] Vol/issue not yet available [ ] On reserve
[ ] In process [ ] Rerequest on
[ ] Hold placed
[ ] Estimated Cost of: Loan $ _____
Photocopy $_____ Microfilm/fiche $ _____
[ ] Prepayment required

BORROWING LIBRARY RECORD:
Date received_____ Date returned _____
Returned via_____ Insured for $ _____
Payment provided $_____

RENEWALS:
Date requested_____
New due date _____
Renewal denied _____

INTERLIBRARY LOAN FORM

APPENDIX C

ALN MICROFICHE CATALOG FILING RULES

In order to arrange several thousand items in the ALN catalog in a single linear order from A through Z, several rules are necessary. The following are a few of the most important arrangement rules used in the ALN catalog. NOTE THAT SEVERAL OF THE FILING RULES FOR THE ALN CATALOG DIFFER FROM THE FILING RULES FOR A CARD CATALOG BECAUSE THE ALN CATALOG IS FILED BY COMPUTER. This list is not exhaustive; therefore, if you don't find what you need, PLEASE ASK A REFERENCE LIBRARIAN FOR ASSISTANCE.

AUTHOR/TITLE ALN CATALOG

1. The words "a," "an," "the" and their foreign language equivalents are IGNORED when they are in the FIRST WORD in a title. For example, the title The Alaskan Wild Game Cookbook will be filed with the As, not the Ts. However, when these words appear AFTER the first word in the title, they are NOT IGNORED and are used in filing like all other words.

   The Alaska Story
   Alaska Tales for the "Cheechako"
   Alaska, the Embattled Frontier

2. Items in the ALN catalog are filed ALPHABETICALLY WORD-BY-WORD, not letter-by-letter. The spaces which separate words are important when filing word by word. Whenever words begin with the same STEM, the shorter word files before the the longer word. In the following examples, note that all titles beginning with the word "new" file before the longer words "Newall" and "Newark."

   New York painting and sculpture
   New York's great industries
   New Zealand political system
   Newall, Alice
   Newark evening news

3. Some alphabetical INCONSISTENCIES do occur. Whenever an author's last name is identical with the first word of a title or the name of a government agency (Federal, state, etc.) or other type of organization or institution, the items arrange in the following order: 1. people, 2. government agencies, 3. titles and other types of organizations are intermixed. If the order of these items seems confusing, either skim through the entire section or ask a Reference Librarian for help.

   Washington, George, 1732-1799.
   Washington (State). Dept. of Agriculture
   Washington Journalism Center
   The Washington Post

   Alaska Dept. of Natural Resources
   Alaska Supreme Court
   Alaska (title)
   Alaska Alpine Club
   Alaska, the great land

4. Unlike the card catalog, in the ALN catalog abbreviations are filed EXACTLY AS THEY ARE SPELLED. If you are not sure whether a word is abbreviated or written in full, check both spellings in the ALN catalog.

    Doctor and patient
    Dozier, Edward
    Dr. Kane's voyage to the polar lands
    Drabble, Margaret

5. Unlike the card catalog, in the ALN catalog when a title begins with a number it is filed numerically on the first microfiche card in front of ALL words beginning with "a." If you are not sure whether a number has been written as a number or spelled out as a word, check both places in the ALN catalog.

    19th century America files with the numbers before all words beginning with "a"
    Nineteenth century America files with the Ns

6. In the ALN catalog, names beginning with Mc, M', and Mac are all filed exactly as they are spelled; check alternative spellings.

    MacLeod, Anne
    McLeod, Alan
    Mitchell, William
    M'Leod, Alexander

7. Initials that are separated by spaces, periods, or hyphens are filed before all words that begin with the same letter. However, initials that have no separations are filed as if they are words. If you are unsure how initials have been typed, check both places in the ALN catalog.

    T.S. Eliot and modern poetry
    Tackett, Timothy
    TVA and the power flight
    Tversky, Amos

8. The initials U.S., U.N., U.S.S.R., etc. are always spelled in full when that organization or government agency is the AUTHOR of a publication. However, when these initials occur in a TITLE they are filed like all other initials as explained in rule 7.

9. Punctuation and diacritical marks usually are ignored in filing. This includes commas, hyphens, apostrophes, accents, etc. Some diacritics may affect alphabetization. For example, a may file like ae. The filing of COLONS, SEMICOLONS, and PERIODS may be tricky. Frequently the part of a title which follows a colon or semicolon is ignored. Periods are ignored unless they are used to indicate a SUBSECTION OF A CORPORATE BODY (government agency, institution, organization, business, etc.), for example, Bell Telephone Laboratories. Personnal Office. or Alaska. Department of Education. In these cases, the CORPORATE BODY AND ITS SUBDIVISIONS are filed BEFORE any TITLES that begin with the same words. For more examples, see rule 3. If punctuation seems confusing, please ask a reference librarian for help.

Alaska. Department of Education
Alaska almanac

SUBJECT ALN CATALOG

1. Items in the subject ALN catalog are arranged ALPHABETICALLY WORD-BY WORD by subject headings, which are not typed in capital letters. A subject heading is typed just once and the books about that subject are indented in a column below that subject heading. If the list of books about the subject continues to another column, the subject heading will be repeated at the top of that column.

2. Punctuation is important in the ALN catalog. Most subject headings are arranged in the following order with regard to punctuation, even when this violates a strictly alphabetical order: HYPHENS, COMMAS, PERIODS, PARENTHESES. The order of punctuation in subject headings for place names (countries, states, cities, etc.) and for authors and their individual books (e.g. Dickens, Charles, 1812-1870. Great Expectations.) may be slightly different. Phrase subject headings that consist of several words without any punctuation are filed AFTER those subject headings with punctuation. If the punctuation seems confusing, either skim through the entire section of subject headings or ask a reference librarian for help.

Cookery	Milton, John, 1608-1974
Cookery--Study and teaching	Milton, John, 1608-1674. Lycidas
Cookery, French	Milton, John, 1608-1674. Paradise Lost
Cookery, (Baby foods)	Milton, John, 1608-1974--Biography
Cookery for the sick	Milton, John, 1608-1674--Criticism and interpretation.

3. When subject headings for persons, places, things, and concepts all begin with the same word, the following order is used: 1. persons, 2. places, 3. things and concepts alphabetically, 4. phrase subject headings.

Wells, Herbert George	Washington, George
Wells	Washington (State)
Wells--Testing	Washington & Lee University
Wells Family	Washington Post

4. In the subject ALN catalog, CHRONOLOGICAL subdivisions (for example, 1900-1945 or Twentieth century) are filed FIRST and GEOGRAPHICAL subdivisions are filed LAST. General subdivisions that are neither chronological nor geographical are filed between these two types.

American Literature
American Literature--Colonial period, ca. 1600-1775
American Literature--19th century
American Literature--History and criticism
American Literature--Alaska

APPENDIX D

TECHNIQUES FOR SEARCHING WLN DATABASE

BIBLIOGRAPHIC FILE -- Contains complete catalog record

COMMAND	KEY ID	SEARCH KEY
find	rid	Record identifier - LC card number or WLN number
	isbn	International Standard Book Number
	issn	International Standard Serial Number
	title	Key words from title or subtitle in any order
	author	Author's name, last name first; corporate, conference or uniform title authors
	kacorp	Key words in any order from corporate or conference author
	subject	LC subject heading, children's heading, or other headings from approved lists, i.e. MESH

DISPLAY AND SEARCH OPTIONS

Display options are added to search keys. They cannot be used alone.

$,f Full display - display looks like a catalog card.

$,c Complete display - complete display with MARC tags used when the cataloging record was input.

$,,t Title order request - results of search will be displayed alphabetically by title.

$,f,t Full display/title order option - full record will be displayed if only one record is retrieved with search key; if more than one record is found, they will be displayed in title order.

Select Command s [ ]

This command is used to look at a specific record or records when more than one record has been retrieved with a search key. Also, if more than 20 records are retrieved, the select command is used to look at records in groups of 20 or less. No more than 20 records may be displayed at one time on a bibliographic terminal.

Example: s 4$,f or s 1-20$,,t

Truncation Symbol #

The truncation symbol # can be used with any search key except RID. Truncating or shortening the search key makes a search less specific, and therefore broadens the search results. It can be typed next to a search term or following a space. If an author's full name is unknown, truncating part of the name allows retrieval of various completions of the shortened name. Following a space, it allows a search for a middle name or initial.

Example: f a long geo# f a long george #

AUTHORITY FILE -- Contains headings

COMMAND	KEY ID	SEARCH KEY
term	author	Author's name: personal, corporate, conference, or uniform title author
	ap	Personal author
	ac	Corporate or conference author in direct order
	kac	Key word corporate or conference author
	atu	Uniform title author
	subject	LC or other authorized subject heading
	st	Topical subject heading
	sg	Geographic subject heading
	sp	Personal name as subject heading
	ksc	Key word corporate or conference name as subject
	stu	Uniform title heading as subject

DISPLAY AND SEARCH OPTIONS

Truncation

$,c Complete display - shows complete heading with MARC tagging and lists cross references

s [ ] Select command - used when more than one heading is retrieved

POINTS TO REMEMBER

Only headings are retrieved in searches of the authority file.

Authority file searches can be more specific than find searches.

"f a" retrieves all types of authors; "t ap" retrieves only personal authors.

Cross references and see also notes are found only in the authority file.

Headings located through the authority file can be used as the basis for a find search.

* Next to a heading means the heading is a cross reference and is not a correct subject heading. Select the heading to get the proper term.

+ Next to a heading means there is "see also" or other information for the heading. Select the heading to see the information.

Do not use $,f since a full display is automatically given for a single record, unless you specify a complete display.

HOLDINGS FILE -- Contains locations and call numbers

COMMAND	KEY ID	SEARCH KEY
hold	rid	LC card number or WLN number
	isbn	International Standard Book Number
	issn	International Standard Serial Number
	[n]	[n] is a number(s) which refers to items retrieved on previous find search
	@	@ retrieves holdings for all records on a find search list which have holdings

SELECT COMMAND s [n]

Since only 10 holdings records may be viewed at one time, you must use the select command when more than 10 records are retrieved. Be sure to remember how many holdings records were retrieved.

Examples: s 1-10 s 11-20

RESTORE COMMAND re

To return to the list retrieved with the find search from the Holdings File, you must give the restore command.

POINTS TO REMEMBER

You can go directly to the Holdings File if you have a RID, ISBN or ISSN. If you don't have one of the above numbers, or if you wish to look at a bibliographic record first, use the hold command after the find search.

WLN SUBSYSTEM - HINTS

1. Use options in ILL searching.

   a. To limit search results to requests for which your library is a requestor or supplier, add an "r" or "s" to the end of the search. The requestor or supplier scope option can be used with the IFIND, UPDATE, and ISELECT commands.

      ```
      IFI  T  WALL STREET $R
      UPD  T  WHIRLWIND $S
      ```

   b. To display all new unfilled requests, use this search:

      ```
      IFI S 6 $N
      ```

   c. To update all pending review requests, use this search:

      ```
      UPD S REV $P
      ```

2. Use codes in RQTR NOTES to save time:

   RU Rush request
   LH Last holding location, please reserve
   RD We will reimburse delivery costs
   CR Please include a copy of request with material
   RN Please include WLN request number with material
   BI OK to bill us
   JB No jiffy bags
   CP Will supply coupon when returning item
   AE Any edition OK
   EO This edition only

3. If you have issued the command SD thinking that you can supply the material but later realize you cannot, back out by typing at the home position:

   ```
   BCK R
   ```

4. To send your request without using the automatic routing, display the profile screen (from the main menu tab to the PROFILE command and press "Enter" or type PROFILE at the home position and press "Num Lock"). Tab to the AUTO-ROUTING field and type in N.

5. If you receive a request that has an incorrect, incomplete or vague citation, do not route it to the next library in the route list. Instead, use the REV (review) command to return the request to the requesting library. Routing a request with an incorrect or vague citation to the next library creates unnecessary work for that library. (For more information on REV, see the ILL Users Manual, pages 8-8, 8-8, 9-5 and 9-6, and Technical Bulletin 409. Technical Bulletin 409 was mailed to the WLN Liaison at each library on February 12.)

APPENDIX E

TECHNIQUES FOR SEARCHING OCLC DATABASE

Type of Search	Search Key
Title Verdi in the age of Italian romanticism	3, 2, 2, 1 ver, in, th, a
Name/Title Kimball, David R. B. Verdi in the age of Italian romanticism	4, 4 kimb, verd
Personal Name Kimball, David R. B.	4, 3, 1 kimb, dav, r
Corporate Name Music Library Association	= 4, 3, 1 = musi, lib, a
OCLC Control Number 1300106	# 1-9 digits #1300106
LCCN 72-4519	Complete number, including hypen 72-4619
Government Document No. GA 1.13: MWD-76-109	gn: first 1-2 letters, first 1-10 digits gn:ga11376109
ISBN 0-87779-329-8	10 digits, no hyphens 0877793298
ISSN 0024-2527	4 digits, hyphen, 4 digits 0024-2527
CODEN AISJB6	5 or 6 alphanumerics aisjb6
Music Publisher No. WST 17035	mn: first 1-2 letters, first 1-10 digits mn:ws 17035

APPENDIX F

ALASKA LIBRARY SOURCES FOR BIBLIOGRAPHIC DATABASE SEARCHING

Introduction: The increased interest and need for information on database sources and their availability in Alaska led to the preparation of this guide. Extensive microfilm/microfiche collections are now available in Alaska with some having database affiliation. Locations of the microform collections which include both general and specialized files are also included.

KEY

ACBD - Alaska Coastal Bibliographic Database

AKCIS - Alaska Career Information Systems

ALECSYS - Alaska Legislative Computer Systems

BASIS - Alaska Bill Action and Status Inquiry System

BRS - Bibliographic Retrieval System

CASSIS - Classification and Search Support Information System (Online computer search for patent office)

CRA - Current Research in Alaska

DIALOG - On-line search service

LEGI-SLATE - Federal legislation/Federal Register

LEXIS - Legal Research Service

NLM - National Library of Medicine

OCLC - Online Computer Library Center Cataloging System

QL-Systems - Canadian

RECON - Department of Energy Remote Console Database

SDC - Systems Devlopment Corporation (Orbit)

SPENET - Society of Petroleum Engineers

VU/TEXT - Newspaper index

WESTLAW - West Publishing Co.'s Legal

WLN - Western Library Network

Note: Please contact individual libraries for possible charges.

ORGANIZATION	POPULATION SERVED	FILES AVAILABLE
ANCHORAGE:		
ALASKA DEPARTMENT OF FISH AND GAME LIBRARY 333 Rasberry Rd. Anchorage, AK 99502 (907) 267-2312 Contact: Celia Rosen	Fish & Game employees	DIALOG WLN
ALASKA HEALTH SCIENCES LIBRARY 3211 Providence Drive Anchorage, AK 99504 Contact: Jeraldine Jo van den Top	Health care providers of Alaska	NLM WLN
ALASKA RESOURCES LIBRARY U.S. Dept. of the Interior 701 "C" Street Box 36 Anchorage, AK 99513 (907) 271-5025 Contact: Martha Shepard	Federal agencies	DIALOG LEXIS OCLC QL-Systems SDC WLN
ALASKA STATE COURT SYSTEM 303 "K" Street Anchorage, AK 99501 (907) 264-0585 Contact: Reference Librarian	Court personnel	WESTLAW WLN
ANCHORAGE MUNICIPAL LIBRARY 3600 Denali St. Anchorage, AK 99503-6093 (907) 261-2864 Contact: Reference Staff	Southcentral Alaska Statewide (Patent Depository Library for the State	AKCIS ALECSYS BASIS CASSIS DIALOG GNOSIS WLN

ORGANIZATION	POPULATION SERVED	FILES AVAILABLE
ARCTIC ENVIRONMENTAL INFORMATION AND DATA CENTER University of Alaska 707 "A" Street Anchorage, AK 99501 (907) 257-2733 Contact: Barbara Sokolov	Staff	ACBD CRA DIALOG Historical Use of Alaska's Waterways
BP EXPLORATION Information Resource Center 900 E. Benson Blvd. P.O. Box 196612 Anchorage, AK 99519-6612 (907) 564-4594 Contact: Kitty Farnham	Company employees	DIALOG SDC SPENET
ELMENDORF AIR FORCE BASE MEDICAL LIBRARY USAF Regional Hospital SGQAL Elmendorf, AK 99506 (907) 552-5328 Contact: Donna Hudson	Staff	NLM
POST LIBRARY Building 636 Fort Richardson, AK 99505-5100 (907) 862-9188 Contact: Linda Hawkins	Military and civil service workers	WLN
UNIVERSITY OF ALASKA ANCHORAGE, LIBRARY 3211 Providence Drive Anchorage, AK 99504 (907) 561-1848 Contact: Reference Staff	UAA, ACC, APU and general population of Anchorage	DIALOG GNOSIS Library of American Civilization OCLC SDC VUTEXT WLN

ORGANIZATION	POPULATION SERVED	FILES AVAILABLE
FAIRBANKS:		
BIOMEDICAL LIBRARY UNIVERSITY OF ALASKA Fairbanks, AK 99701 (907) 474-7442 Contact: Dwight Ittner	Open	DIALOG GNOSIS QL-Systems
FAIRBANKS MEMORIAL HOSPITAL LIBRARY 1650 Cowles St. Fairbanks, AK 99701 (907) 451-3512 Contact: Doreen Smith	Health professionals	DIALOG NLM
FAIRBANKS NORTH STAR BOROUGH PUBLIC LIBRARY 1215 Cowles Street Fairbanks, AK 99701 (907) 452-5117 Contact: Reference Staff	Residents of the Fairbanks North Star Borough and Interlibrary Loan, Northern Region	WLN
GEOPHYSICAL INSTITUTE LIBRARY University of Alaska Fairbanks, AK 99775 (907) 474-7503 Contact: Joan Souter	Institute personnnel and students University and general public	DIALOG QL-Systems
POST LIBRARY Building 3717 Fort Wainwright, AK 99703-5100 (907)-353-6114 Contact: Jeraldine Smith	Military and civil service workers	WLN
ELMER E. RASMUSON LIBRARY University of Alaska Fairbanks, AK 99701 (907) 474-7482 Contact: Reference Staff	Open	BRS DIALOG GNOSIS OCLC

ORGANIZATION	POPULATION SERVED	FILES AVAILABLE
JUNEAU:		
ALASKA DEPARTMENT OF FISH LIBRARY P.O. Box 20 Douglas, AK 99824 (907) 465-4119 Contact: Paul DeSloover	Dept. of Fish and Game personnel	DIALOG
ALASKA STATE LEGISLATIVE REFERENCE LIBRARY Court Plaza Bldg., 6th floor P.O. Box Y Juneau, AK 99811 (907) 465-3808 Contact: Mary VanNimwegan	General public	ALECSYS BASIS
ALASKA STATE LIBRARY P.O. Box G Juneau, AK 99811 (907) 465-2921 Contact: Sherry Taber	Computer searches are run whenever a search is the best way to handle an information inquiry in the judgement of the staff	ALECSYS BASIS DIALOG LEGI-SLATE OCLC QL-Systems VUTEXT WLN
AUKE BAY FISHERIES LABORATORY LIBRARY National Marine Fisheries Box 155 Auke Bay, AK 99821 (907) 789-6009 or 6010 Contact: Paula Johnson	Auke Bay Lab personnel	DIALOG
UNIVERSITY OF ALASKA SOUTHEAST 11120 Glacier Highway Juneau, Alaska 99801 (907) 789-4440 Contact: Carol Otteson	UAS staff, faculty and students	DIALOG WLN

ORGANIZATION	POPULATION SERVED	FILES AVAILABLE
KENAI:		
KENAI COMMUNITY LIBRARY 163 Main Street Loop Kenai, AK 99611 (907) 283-4378 Contact: Linda McNair	General public	WLN
PALMER:		
MATANUSKA-SUSITNA COMMUNITY COLLEGE LIBRARY P.O. Box 5001 Palmer, AK 99645 (907) 745-9740 Contact: Leza Madsen Martha Head	Students, faculty staff, general public	DIALOG WLN
VALDEZ:		
VALDEZ CONSORTIUM LIBRARY P.O. Box 609 Valdez, AK 99686 (907) 835-4632 Contact: Doreen Hodges Karen Weiland	General public	WLN

APPENDIX G

ALASKA LIBRARY SOURCES FOR DATABASE SEARCHES
CD-ROM PRODUCTS

CD-ROM is a new technology expected to be used more in Alaska in the future. Following is a list of CD-ROM products currently identified in the state:

TITLE	LOCATION
ERIC	Juneau: Alaska State Library
CASSIS	Anchorage: Z. J. Loussac Public Library
Infotrac	Juneau: Alaska State Library
LePac (Index to Gov't. Docs)	Fairbanks: Elmer E. Rasmuson Library
LaserCat	Anchorage: Anchorage Municipal Libraries University of Alaska Library
	Fairbanks: Fairbanks North Star Borough Public Library Elmer E. Rasmuson Library West Valley High School
	Juneau: Alaska State Library Juneau Public Library

APPENDIX H

MAJOR MICROFORM COLLECTIONS IN ALASKA LIBRARIES

TITLE		MICROFICHE/FILM HOLDINGS
American Statistics Index (ASI)		
Anchorage:	Anchorage Municipal Libraries	Indexes only
	University of Alaska Library	Indexes only
Fairbanks:	Elmer E. Rasmuson Library	Indexes, non-depository fiche 1986+
Juneau:	Alaska State Library	1974+ (including retrospective)
	University of Alaska Southeast Library	Indexes only
Boreal Institute Vertical Files on Northern Affairs		
Fairbanks:	Elmer E. Rasmuson Library	1975+
CBS News Transcripts		
Kotzebue:	Northwest Arctic School District Media Resource Center	1975-1979
CIS/Index to Publications of the United States Congress		
Anchorage:	Alaska Resources Library	1974-1978
	Anchorage Municipal Libraries	1970+
	University of Alaska Library	Indexes plus fiche 1970-1978
Fairbanks:	Elmer E. Rasmuson Library	Indexes plus fiche 1974-1985
Juneau:	Alaska State Library	1970+
	University of Alaska Southeast Library	Indexes only
CIS Index to U.S. Senate Executive Documents & Reports (1818-1969)		
Anchorage:	University of Alaska Library	Indexes only

CIS Presidential Executive Orders & Proclamations (1780-1983)

Anchorage:	University of Alaska Library	Indexes only
Juneau:	Alaska State Library	1780-1983 suppl.

CIS U.S. Congressional Bills on Microfiche

Juneau:	Alaska State Library	93rd-99th Congress

CIS U.S. Congressional Committee Hearings

Anchorage:	Anchorage Municipal Libraries	Indexes only
	University of Alaska Library	Indexes; fiche 1959-1969
Fairbanks:	Elmer E. Rasmuson Library	Indexes only
Juneau:	Alaska State Library	1869-1969

CIS U.S. Serial Set

Anchorage:	University of Alaska Library	1789-1969
	Anchorage Municipal Libraries	Indexes only
Fairbanks:	Elmer E. Rasmuson Library	Indexes only
Juneau:	Alaska State Library	1789-1969

CIS U.S. Congressional Committee Prints

Anchorage:	Anchorage Municipal Libraries	Indexes only
	University of Alaska Library	Indexes only
Fairbanks:	Elmer E. Rasmuson Library	Indexes only
Juneau:	Alaska State Library	Mid-1800s-1969

Canada North of 60 Degrees and Micrologic Index

Fairbanks:	Elmer E. Rasmuson Library	1979+

Code of Federal Regulations (Information Handling Services or other source)

Anchorage:	Anchorage Municipal Libraries	1938+
Juneau:	Alaska State Library	1936+

Cold Regions Research Engineering Laboratory (CRREL)

Anchorage:	Alaska Resources Library	Extensive

College Catalog Collection (National Microfilm Library)

Anchorage:	Anchorage Municipal Libraries	Current collection
	University of Alaska Anchorage Library	Current collection
Fairbanks:	Fairbanks North Star Borough Public Library	Current collection
	Elmer E. Rasmuson Library	Current collection
Juneau:	Alaska State Library	Current collection
	University of Alaska Southeast	Current collection

Corporate and Industry Research Reports (CIRR)

Juneau:	Alaska State Library	1983-1987

Corporate Microfile (Corporation Annual Reports)

Anchorage:	University of Alaska Library	1978+
Juneau:	Alaska State Library	1978-1983

Disclosure (Annual Reports on Fiche of the Top 500 Industrial, 300 Non-Industrial and selected Pacific NW Companies)

Anchorage:	Anchorage Municipal Libraries	1975+

DUNS Account Identification Service

Anchorage:	Anchorage Municipal Libraries	U.S., Internat'l & Canadian current collection

Educational Resources Information Center (ERIC)

Anchorage:	University of Alaska Library Library	1967+
Fairbanks:	Elmer E. Rasmuson Library	1966+
Juneau:	Alaska State Library	1966+
	University of Alaska Southeast	1966+

EIS: Environmental Impact Statements

Anchorage:	Anchorage Municipal Libraries	1977+

Energyfiche

Anchorage:	Anchorage Municipal Libraries	1977-1984
Fairbanks:	Elmer E. Rasmuson Library	1984-1986 plus indexes
Juneau:	Alaska State Library	1980+

Envirofiche

Anchorage:	Anchorage Municipal Libraries	1971-1984
Fairbanks:	Elmer E. Rasmuson Library	1982+
Juneau:	Alaska State Library	Index only 1980-1986

Guide to Historical Photographs in the Alaska State Library

Anchorage:	Anchorage Municipal Libraries	8000 photographs on microfiche
Fairbanks:	Elmer E. Rasmuson Library	
Juneau:	Alaska State Library	

Guide to Historical Photographs in the Elmer E. Rasmuson Library, University of Alaska Fairbanks

Anchorage:	Anchorage Municipal Libraries	55000 photographs on microfiche
Fairbanks:	Elmer E. Rasmuson Library	
Juneau:	Alaska State Library	
	University of Alaska Southeast	

HRAF (Human Relations Area File)

Fairbanks:	Elmer E. Rasmuson Library	

IIS (Index to International Statistics)

Fairbanks:	Elmer E. Rasmuson Library	Indexes only
Juneau:	Alaska State Library	1983+

Index to Current Urban Documents

Anchorage:	Anchorage Municipal Libraries Magazine Collection	1972+
Fairbanks:	Fairbanks North Star Borough Public Library	1984+

National Technical Information Service (NTIS)

Fairbanks:	Elmer E. Rasmuson Library	Selected northern categories
Juneau:	Alaska State Library	1974+ (Alaska related items)

Newsbank

Anchorage:	Anchorage Municipal Libraries	1970+
	Review of the Arts	1975+
	Names in the News	1978+
	University of Alaska Anchorage Library	
Fairbanks:	Fairbanks North Star Borough Public Library	1970+
	Elmer E. Rasmuson Library	1977+
	West Valley High School Library	
	Environment	1977+
	Health	1977+
	Law and Order	1977+
	Social Relations	1977+
	Welfare and Poverty	1978+
Juneau:	Alaska State Library	1975-1986
	Juneau Douglas High School	1982+ all categories
Kotzebue:	Northwest Arctic School District Media Center	1978+

Magazine Collection (Info. Access Co.)

Fairbanks:	Fairbanks North Star Borough Public Library	1984+
Juneau:	Alaska State Library	1980+ on microfilm

Official Gazette of the Patent and Trademark Office

Anchorage:	Anchorage Municipal Libraries	1972+ on paper

Patents

Anchorage:	Anchorage Municipal Libraries	1964+ on microfilm

Phonefiche (Bell and Howell)

Anchorage:	Anchorage Municipal Libraries	Current collection
	University of Alaska Library	Current collection
Fairbanks:	Elmer E. Rasmuson Library	Category 6
	Fairbanks North Star Borough Public Library	Current collection Category 10
Juneau:	Alaska State Library	Current collection
	University of Alaska Southeast Library	Current collection (selective)

Publications Reference File (PRF) (The Government Printing Office In Print File)

Anchorage:	Anchorage Municipal Libraries	Current
	Fort Wainright	July 1979+
	University of Alaska Library	Current
Fairbanks:	Elmer E. Rasmuson Library	Current
Juneau:	Alaska State Library	Current

Statistical Reference Index (SRI)

Anchorage:	Anchorage Municipal Libraries	1980+
	University of Alaska Library	Indexes only
Fairbanks:	Elmer E. Rasmuson Library	Indexes only
Juneau:	Alaska State Library	1980+

U.S. Dept. of Energy (DOE) Contracted Reports and Publications

Fairbanks:	Elmer E. Rasmuson Library	Complete to date

Visual Scan Microfilm Files (VSMF)(Industry Standards)

Anchorage:	Anchorage Municipal Libraries	
	Industry Standards	Current collection
	Master Catalog (Vendor Product Data)	Current collection
	BP Exploration Library	
	Industry standards	Current collection
Fairbanks:	Elmer E. Rasmuson Library	
	American National Standards Institute (ANSI)	Current collection
	American Society for Testing Materials (ASTM)	Current collection
Juneau:	Alaska State Library	
	American National Standards Institute (ANSI)	Current collection
	Industry Locator Index	Current

Western Americana

Fairbanks:	Elmer E. Rasmuson Library	1012 books and documents of 18th, 19th, and early 20th century on microfiche and microfilm

Wright American Fiction

Fairbanks:	Elmer E. Rasmuson Library	1382 reels of 35mm microfilm Vol. 1:1850-1974 Vol. 2:1851-1875 Vol. 3:1876-1900

***This is a selective listing and does not include all microfilm holdings in Alaska. Many Alaska libraries have indexes for the services listed, but do not have the accompanying microform document collections.

APPENDIX I

DEPOSITORIES FOR FEDERAL DOCUMENTS IN ALASKA
AND PERCENTAGE OF DEPOSITORY SELECTIONS RECEIVED

Anchorage

Anchorage Law Library
303 K Street
Anchorage, Alaska 99501
3-5%

Anchorage Municipal Libraries
Z.J. Loussac Public Libraries
Acquisitions
360 Denali Street
Anchorage, Alaska 99503
12%

University of Alaska Anchorage Library
3211 Providence Drive
Anchorage, Alaska 99508
30%

U.S. Department of Interior,
Alaska Resources Library
701 C Street, Box 35
Anchorage, Alaska 99513
5%

U.S. District Court Library
701 C Street, Box 36
Anchorage, Alaska 99513
3-5%

Fairbanks

University of Alaska Fairbanks
Elmer E. Rasmuson Library
Documents Collection
310 Tanana Drive
Fairbanks, Alaska 99775
68%

Juneau

Alaska State Library
Federal Depository Collection
P.O. Box G
Juneau, Alaska 99811
20%

University of Alaska Southeast
Library
11120 Glacier Highway
Juneau, Alaska 99801
5%

Ketchikan

Ketchikan Community College Library
Seventh and Madison
Ketchikan, Alaska 99901
4%

APPENDIX J

DEPOSITORY LIBRARIES FOR ALASKA STATE DOCUMENTS

A. Holmes Johnson Memorial Library
P.O. Box 985
Kodiak, AK 99615

Alaska Historical Library
P.O. Box G
Juneau, AK 99811

Alaska Resources Library
701 C Street, Box 36
Anchorage, AK 99513

Alaska State Library
P.O. Box G
Juneau, AK 99811

Center for Research Libraries
6050 Kenwood Avenue
Chicago, IL 60637

Anchorage Municipal Libraries
3600 Denali Street
Anchorage, AK 99503

Fairbanks North Star Borough Library
1215 Cowles Street
Fairbanks, AK 99701

Kenai Community Library
P.O. Box 157
Kenai, AK 99611

Ketchikan Public Library
629 Dock Street
Ketchikan, AK 99901

Kuskokwim Consortium Library
P.O. Box 1068
Bethel, AK 99559

Library of Congress
Exchange & Gifts Division
10 First Street S.E.
Washington, D.C. 20540

National Library of Canada
Ottawa, Ontario K1A ON4
Canada

Northwest Community College
Learning Resources Center
Pouch 400
Nome, AK 99762

Elmer E. Rasmuson Library
University of Alaska Fairbanks
310 Tanana Drive
Fairbanks, AK 99775

Seattle Public Library
1000 4th Avenue
Seattle, WA 98105

Sheldon Jackson College
Stratton Library
P.O. Box 479
Sitka, AK 99835

University of Alaska Library
3211 Providence Drive
Anchorage, AK 99508

University of Alaska Southeast
Library
11120 Glacier Highway
Juneau, AK 99801

University of Washington Library
Government Documents Section
Seattle, WA 98104

Washington State Library
Documents Section
Olympia, WA 98504

Genealogy Sources In ALASKA

By David A. Hales, Associate Professor of Library Science
University of Alaska, Fairbanks
Fairbanks, Alaska 99701

It seems almost everyone has relatives who have felt the "call of the wild" or "gold fever" and have adventured to Alaska. Alaskan libraries receive daily inquiries from individuals looking for a long lost father, great-uncle, aunt, or cousin. Some were fishermen, others teachers, nurses, missionaries, miners, or dance hall girls. Some returned to tell of their adventures or wrote of their lives in diaries. These stories linger in the memories of those who heard or read of their adventures. Others left home and were never heard from again. The family lore states, "Uncle Joe went to Alaska to find gold and was never heard of again."

Typical of these inquiries are the following excerpts from two letters received by Elmer E. Rasmuson Library, University of Alaska, Fairbanks. "I have been doing some genealogical research and we have lost all trace of mother's family. My grandfather, Charles Homer Campbell, died in Alaska under suspicious circumstances while mining gold at the approximate age of 32-35, 23 April 1905. Grandfather's body was shipped from Juneau, Alaska, to Seattle, Washington, then buried in Olympia, Washington, 12 July 1905. Please send me any information you may possibly have regarding his death and also some general information about the history and locations of different gold mines in Alaska." (Skidmore, Joyce M. Letter to University of Alaska, 8 December 1981.)

The other reads, "My mother's maiden name was Sheldon and for some time now I have been searching my family history on that side of the family. My great-grandfather, I find, had six children. Of these I have been able to locate and dig out a little information on five of them. The elusive one, the next-to-the-youngest is a great-uncle who was born in 1897. I am told by a living aunt and uncle, who are in their late eighties, that when they were children they were told that their uncle got the 'gold fever' and went to Alaska. They do not know where or what the name is, but they say there is a place named after him. . .". (Maack, Albert. Letter to University of Alaska 29 November 1982.)

Some have said it is impossible to find anything about one's Alaskan relatives because of the scarcity of records and documents. It is true genealogy records of the last frontier are not as prevalent as those of Pennsylvania and Massachusetts. Nevertheless, there are some very interesting sources and many individuals have been and will continue to be successful in locating information about their Alaskan roots. However, it always takes searching and detective work to find illustrious and elusive personalities. They are often far more difficult to locate than any villain in an Agatha Christie or Sherlock Holmes mystery.

Books With Biographical Information

A number of books have been written over the years with extensive biographical information about individuals who have lived in Alaska. Some of the best ones follow:

Atwood, Evangeline and Robert De Armond. *Who's Who In Alaskan Politics, A Biographical Dictionary Of Alaskan Political Personalities, 1884-1974.* Portland, Oregon: Bindor and Mort, 1977. This book gives short biographies about men and women who were active in political affairs in Alaska from 1884-1974. Included is birth date and place, parents, where schooling was received, degrees, occupations and work record, military service, spouse, children, political party and activities, religious affiliation, date of death if deceased, and current address if living at the time of publication. The biographies vary in length and are limited to individuals who have been active in political life in Alaska.

DeArmond, Robert N. *The Founding Of Juneau.* Juneau: Gastineau Channel Centennial Association, 1967. The first part of this book is a narrative about the founding of Juneau. The last part consists of biographies of some 300 individuals who were associated with the founding of Juneau and the Harris Mining District in the years 1880-1881. The biographical sketches vary in length and are for a very limited time period, but they are informative.

Harrison, Edward Sanford. *Nome And Seward Peninsula: History, Description, Biographies, And Stories.* Seattle: Harrison, 1905. This work contains an excellent section of biographies of the men who made the history of Nome. The narratives vary in length and many photographs of the individuals are given. Lengthy descriptions of the business ventures of many of these individuals are included.

Jeffrey, Edmond C., ed. *Alaska: Who's Here, What's Doing, Who's Doing It.* Anchorage, Alaska, 1955. This book is an excellent collection of biographies for over 500 prominent men and women who were living in Alaska about 1955. "These are simple people who are making Alaska a good place to live the year round." The articles vary in length and completeness, but generally give birth date and place, degrees received and place of education, spouse, children, profession, membership in organizations, hobbies, and address at time of publication.

Tewksbury's Who's Who In Alaska And Alaska Business Index. Juneau: Tewkesbury, 1947. Biographical sketches of individuals who were living in Alaska bout 1947 are included in this work. "Persons selected for listing in *Who's Who In Alaska* are those who maintained a home in the Territory and who were notable for worthy achievement. They are men

and women engaged in various fields of useful and contributory endeavor and their attainments were such that they originally are identified, not with a single locality, but with Alaska itself." The biographies vary in length and completeness, including birth date and place, parents, profession, degrees held and institution awarding degree, spouse, children, employment record, civic activities membership in various organizations, religion, political party and address at the time of publication. Some individuals are also listed in *Who's Who In Alaskan Politics*, but this volume includes many others not in the newer work. This publication also contains a directory of businesses by subject with each company listed in alphabetical order under the name of the city where located. This is a valuable work for the period it covers. It is too bad Tewkesbury did not continue to produce this work in order to help us identify more of our Alaskan ancestors.

Jesse Lee Home 1890-1980. Anchorage, Alaska: Jesse Lee Home, 1980. The events of the 90th anniversary and reunion of individuals who have lived in and been affiliated with the Jesse Lee Home over the years are recorded in this publication. Included are current photographs of the "former kids" grouped by the years they lived in the Jesse Lee Home. This publication also includes a directory consisting of over 600 names divided into four major groupings: former kids, former staff, former board members, and a few friends of the Jesse Lee Home. The names in each group are listed alphabetically. In the "former kids" section names are listed according to the name used when admitted to the home. If the name is now different, the present name is given and underlined. Also included are the years the individual lived or worked at the home, address and telephone number at the time the directory was completed, spouse and number of children, occupation, and in some cases, additional notes regarding special achievements, etc.

James H. Wendy. *Women Who Braved The Far North: 200 Years Of Alaskan Women.* San Diego: Crossmont Press, 1976. The biographical sketches of about fifty women who played an active role in the development and growth of Alaska are recorded in this book. The book includes women from all periods and backgrounds and is divided into six major sections: Russian Period, Presbyterian Missionaries of the Southeast, Gold Rush Belles, Women at the Top of the World, Women of Historical Juneau, and Women in Politics. Photographs of the women are included with most of the entries. Although somewhat limited it is a source devoted to information about Alaskan women.

Levey, Stephen, B. and Feydor, George. *The Southeast Alaska Salmon Fishery: A Guide To Interviews With Men and Women Engaged In Commercial Fishing, 1913-1978.* Juneau: Department of Education, Division of State Libraries and Museums, 1979. Brief biographical sketches and photographs of 51 men and women who were engaged in commercial fishing in Alaska from 1913-1978 are included in this work. Although the information is brief and limited, it is another source for identifying some unique Alaskans.

Alaska-Yukon Directory and Gazetteer. Seattle: Alaska-Yukon Directory Co., 1902. This publication is a continuation of M.L. Ferguson's *Dawson City, Yukon Territory And Alaska Directory And Gazetteer* published in 1901. It included a listing of inhabitants in forty-seven communities in the Yukon Territory and Alaska. The communities included are: Andreaofsky, Anvik, Arctic City, Atlin, Behring City, Bennett, Bluff City, Cariboo City, Circle City, Council City, Dawson, Discovery City, Douglas City, Dutch Harbor, Eagle, Fort Yukon, Forty Mile, Grand Forks, Haines, Homer, Juneau, Karluck, Ketchikan, Koserefsky, Koyukuk, Metlakahtla, Nome, Nulato, Nushagak, Ogilvie, Petersburg, Point Barrow, Port Safety, Rampart, Russian Mission, St. Michaels, Selkirk, Sitka, Skagway, Teller City, Unalaska, Unga, Valdes, Weare, White Horse, Wrangel, and Yakutat. The individuals in each community are listed in alphabetical order, in many instances the occupation of the individual is given. While biographical information is not included, it is an important publication since not much else exists for this early data and individuals who lived in these northern communities are at least identified.

Books With Listings Of Names And Businesses

The Alaska-Yukon Gold Book. Seattle: Sourdough Stampede Association, Inc., 1930. This book is a "roster of the men and women who were the argonauts of the Klondike gold stampede and those who are identified with the pioneer days and subsequent development Alaska and Yukon Territory." Most names and dates were secured through personal contact and solicitation by members of the Alaska-Yukon Pioneers, Ladies of the Golden North, Yukoner's Society of Vancouver, B.C., and representatives of Northern societies elsewhere. The listing is arranged in alphabetical order under the name of the city where the individual resided in 1929 at the time the roster was compiled. The individual's address is given as well as the place, date, and means of arrival and when they left Alaska or the Yukon. Under some listings additional information is included regarding spouse's name, occupation, and other notes, such as "first white girl up Yukon River." Some special lists are also included, for example, a listing of the passengers and crew lost on the steamship *Princess Sophia* which sank October 25, 1918, after is struck Vanderbilt Reef. Also included is a list of individuals who were living in the Pioneer Home in Sitka, Alaska, in 1929, and a list of those who passed on at the home since its opening in 1913. While biographical information is not given, the book is helpful in identifying individuals who once lived in the north.

Alaska's Kenai Peninsula Death Records And Cemetery Inscriptions. Kenai, Alaska: Kenai Toten Tracers, 1983. This book is a compilation of death and cemetery records with references to almost 4,000 individuals who have died in the Kenai Peninsula over the years. Information from the following cemeteries and burial grounds are included: Hickerson Memorial, Homer Community, Ninilchik, Seldovia City, Seldovia Russian-Orthodox Church, Seldovia Hillside, Ward Cannery, Kalifornsky Village, Kasilof Boat Harbor Road, Kenai City, Kenai Russian Orthodox Church, McGahan, Monfor, Osmar Dock, Robinson, Seaman, Spruce Grove Memorial, Clark (Hope), Cooper Landing, Hope (New), Hope (old), Seward American Legion, Seward City, Seward Eastern Star, Seward Masonic, Seward Old Railroad, Sunrise, and Anchor Point. Mortality lists and vital statistics from the Seward District, Kenai District, and Homer District are also included. This reference source readily leads the genealogist to information about individuals who have died in the Kenai Peninsula area.

Chase, William H., ed. *Pioneers Of Alaska: The Trail Blazers Of Bygone Days.* Kansas City, Missouri: Burton Publishing Company, 1951. Very little biographical information is given in this book; however, it does include a narrative of some interesting experiences encountered by many of the early white settlers in Alaska as well as many photographs. It contains a complete roll of the members of the Igloos and Auxiliaries of the Pioneers of Alaska as of December 31, 1950. Also included are names of original organizers and charter members of the Pioneers of Alaska, and a list of members who died between 1949-50.

Ferguson, Maria L. *Dawson City, Yukon Territory And Alaska Directory And Gazetteer.* n.p., 1901. The inhabitants of about thirty communities throughout the Yukon Territory, British Columbia, and Alaska are listed in this directory. The communities included are: Andreafsky; Anvik; Arctic City; Atlin, B.C; Bennett, B.C.; Bering; Circle; Council; Dawson; Discovery City, B.C.; Douglas; Eagle; Fortymile; Grand Forks; Haines; Juneau; Ketchikan; Metlakatla; Nome; St. Michael; Selkirk; Sitka; Skagway; Teller; Unalaska; Unga; Valdez; Whitehorse; Wrangell; and Yakutat. Under each community names of inhabitants are listed alphabetically. The information given varies with individual entries. In most cases only a few give an address. Each community listing includes a business with businessmen and businesses grouped under subject headings such as "Meat," "Men's Furnishings," "Miners," etc. Many larger and more detailed business advertisements are scattered throughout this 952-page publication. Although biographical information is not included this is an important source for identifying early northerners and businesses.

Jackson, Ronald and Teeples, Gary. *Alaskan Census Records 1897-1907.* Bountiful, Utah: Accelerated Indexing Systems, Inc., 1976. Some 5,097 heads of households who appeared in Alaska census records taken from 1870-1907 are included in this publication. Also included is the name of the local village or area and the year the census was taken. This work does not include biographical information, but it is another tool for identifying Alaska residences during the early years for which there is very little other documentation.

Polk's Alaska-Yukon Gazetteer And Business Directory. (Title varies slightly from year to year.) *Polk's City Directories (Fairbanks, Anchorage, Juneau, And Ketchikan).* Since 1903, R.L. Polk has published his directories dealing with Alaska and the Yukon. Later city directories were published for major Alaskan cities—Anchorage, Fairbanks, Juneau, and Ketchikan. They give the name and address of individuals living in the various communities, and also provide a list of the various businesses. While there is not any biographical information about the individual, it is at least a verification they were in the area.

Lewis, F. Evelyn and Schooley, Henry H., eds. *Alaska Directory And Gazetteer.* Seattle: Alaska Directory and Gazetteer Company, 1932 and 1933. The aim of this publication is "to set down a list of individuals and business houses" of the vast and scattered territory of Alaska. It contains a list of residents arranged alphabetically by community, a classified business directory, and a complete alphabetical listing of all residents and businesses. This was the first directory of its type to be printed since 1924 when Polk printed a similar directory for that year. Unfortunately, this directory was only printed for two years (1932-33 and 1933-34). While it does not include biographical information it is another source for identifying individuals who resided in Alaska during these important years.

Schooley's Alaska Business And Professional Directory 1938-1939. Fairbanks: Alaska Directory Company and Schooley Company Dupliceafters of Seattle, 1939. This directory is generally a continuation of the *Alaska Directory And Gazetteer;* however, this directory eliminated the general listing of all residents as found in the earlier editions. This is still an important resource as it contains information about established business houses and professional people, and is another resource for identifying Alaskan residents.

Other Alaskan Publications Containing Genealogical Materials

Biographical information for over 200 men who were killed in mining accidents is included in the *Alaska Department of Mines, Report Of The Commissioner Of Mines To The Governor.* Juneau, Alaska Territory, 1915-1956. The descriptions vary in length, but they generally include the miner's name, age, nationality, employer, date of accident, description of accident, and survivors.

In 1949 the Alaska Territorial Legislature created the Alaska Department of Fisheries. Included in *Alaska Department Of Fisheries Annual Reports,* Juneau, Alaska, 1949-, are biographical sketches about employees of the department. The biographical sketches include date and place of birth, degrees and institutions awarding the degree, work experience, spouse, and children. Notes are also made of promotion, resignations, and retirements.

In September, 1960, the *Alaska Sportsman,* now known as the *Alaska* magazine, started two columns regarding people. One section, entitled "Alaskans and Yukoneers," changed to "Northlanders" in November, 1960, includes short news items about people living in Alaska and the Yukon. The other section is entitled "End of the Trail" and consists of obituaries of individuals who died in the north as well as those who lived for an extended period of time here but died elsewhere. "End of the Trail" accounts vary in length and completeness, but generally include the individual's name, place of birth, age, unusual or interesting aspects of their life, and immediate next of kin. In recent years the "End of the Trail" has been "limited to the names of those who have achieved pioneer status through many years in the North, or who are otherwise of unquestioned importance on the daily scene." Unfortunately, these names were not included in the publication index.

Another publication with interesting biographical information scattered between its pages is: Eppenbach, Sarah, ed. *The Centennial Gazetteer: A Guide To Juneau Place Names.* Juneau: Gastineau Channel Centennial Association, 1979. This gazetteer includes information about people for whom the rivers, mountains, streets, etc., in the Juneau area were named. For example, the following information is included under the description about Mount Bradley: "In 1939 the people of Douglas petitioned the Board of Geographic Names to rename the mountain (Mount Jumbo) after Frederick Worthen Bradley. F. W. Bradley was born in Nevada County, California, in 1863. He attended the University of California and was active in mining during his entire adult life. He was president of the Bunker Hill and Sul-

livan Mine in Idaho from 1897, president of the Tacoma Smelting Company 1898-1905, president of the Alaska Juneau Gold Mining Company from 1900, president of the Treadwell, Mexican and Alaska United Gold Mining Companies on Douglas Island from 1911, and a director of the First National Bank of Juneau as well as banks in San Francisco. He served one term as president of the American Mining Institute and was awarded the Saunder Gold Medal for outstanding achievement in mining. He died at Alta, California, in 1933."

Special Collections

The Alaska and Polar Regions Department at the Elmer E. Rasmuson Library, University of Alaska, Fairbanks, houses a wealth of valuable genealogy resources. Of interest is the ledger of Hosea H. Ross who was the undertaker in Fairbanks from about 1918 through 1941. The first page of the ledger is an index with names and page number where completed financial records can be found. The ledger is filled with tidbits. The information given about each individual is different. Some notes indicate religious affiliation of the deceased, if payment was made by a member of the family or a friend, if a minister officiated, charge of plot, and where the body was shipped. Among the most famous names to be entered in the ledger are the names of Will Rogers and Wiley Post. These two celebrities were cared for by Ross after they died in a plane crash at Point Barrow, Alaska. Information noted by others include such items as, "U.S. Government prisoner," "infant," "enlisted military April 13, 1918, discharged Des Moines, Iowa October 8, 1919." Another note indicated the deceased's watch was sold to help pay for burial expenses. With the entry of Elam Harnish is a note stating, "Elam Harnish owned a lot on Wendell Ave.—was *Burning Daylight* in Jack London's novels." Is anyone looking for Uncle Elam? They probably did not know he was such a famous character.

The Alaska and Polar Regions Department also houses records of the Pioneers of Alaska, an organization of longtime Alaska residents. The organization was established in Nome, Alaska, in 1907. Since then groups, called Igloos, and women's auxiliaries have been formed in most Alaskan communities of any size. The purpose is "to unite the oldtimers of Alaska and, by permanent organization, preserve the names of all early settlers on its rolls; to collect and preserve the incidents of Alaska's literature and history, and to promote the best interests of the Territory." When the organization began, individuals had to have come north prior to January 1, 1901, in order to be eligible. Presently, one has to have lived in Alaska for thirty years to become a member. The application, required of everyone, includes: name, permanent address, height, weight, complexion, color of eyes, color of hair, health, occupation, a short biographical sketch, and an endorsement by two individuals who know the applicant. Many times additional information has been included by the record keeper, such as newspaper clippings about golden weddings, accomplishments of children, and obituaries. Special permission must be obtained to use the materials since they are not open to public use. However, relatives are not usually denied permission to use the information. At the present time one has to do considerable searching because the records are arranged by Igloos and Auxiliary; however, a project is currently under way to provide an index to these valuable records.

Also found in the Department's collections are original and microform copies of important documents pertaining to the history of Alaska and its people such as census records of Unalaska and other Aleutian villages; birth, death, marriage, and school attendance records from Saint George and Saint Paul Islands, 1872-1961; Fairbanks birth certificates 1912-23, and death certificates 1913-39; 25 reels of records from the Russian Orthodox Church including vital statistics from Afognak, Atka, Belkofski, Juneau, Kenai, Killisnoo, Kwikpak, Kuskokwim, Nuchek, and Unalaska to mention a few; records from the Evangelical Covenant Church at Unalakleet; Alaska Quaker records; Catholic Church records; Episcopal Church records; and a map of the Clay Street cemetery, the first in Fairbanks, and final resting place for many early and colorful personalities of Alaska. Church records will be discussed in more detail below. The collection also includes diaries, old telephone books, photographs of hundreds of people, and other exciting genealogy resources waiting to be uncovered with an excellent guide to specific collections recently produced.

Periodicals And Indexes

Over the years a number of popular magazines about Alaska and its people have been published. The most popular and well known are: *Alaska Journal*, 1971 to present; *Alaska Life*, 1938-49; *Alaska Monthly Magazine*, 1906-7; *Alaska Sportsman* now *Alaska*, 1935 to present; *Alaska-Yukon Magazine*, 1906-12; *Alaska's Magazine*, 1905-6; The Eskimo, 1906-18 and 1936-47; *The Magazine Alaska*, 1938-9; and *The Pathfinder*, 1919-26.

There are many references to people in these publications and four of them have indexes:

Alaska Journal — A Five Year Index, The Alaska Journal, 1971-75. Anchorage, Alaska: Alaska Northwest Publishing Co., 1977.

Alaska Sportsman (now *Alaska Magazine*) — *Subject Index To Alaska Magazine (Formerly The Alaska Sportsman)* 1935-1972. Anchorage, Alaska: Alaska Northwest Publishing Co., 1973.

The Eskimo — Tillotson, Marjorie. *A Guide To The Eskimo: A Quarterly Magazine Devoted To The Interests Of Eskimos Of Alaska:* 1916-1918 And 1936-1947. Juneau: Alaska Historical Library, 1980.

The Pathfinder — Tillotson, Marjorie. *A Guide To The Pathfinder: A Monthly Journal Of The Pioneers Of Alaska* 1919-1926. Juneau: Alaska Historical Library, 1977.

Another important index for genealogists is: Drazan, Joseph G. and Burke, Joseph A. *Picture Alaska, And Index*. Fairbanks: Elmer E. Rasmuson Library, University of Alaska, 1974. This is an index to pictures found in magazines and books about Alaska. Usually additional information is included as well.

Many newspapers have been published in Alaska and a few indexes to some older ones have been compiled:

DeArmond, Robert N. *Subject Index To Alaska, 1885-1907, A Sitka Newspaper*. Juneau: Gastineau Channel Centennial Association, 1974. De Armond, Robert N. *Alaska Weekly (Seattle)* 1923-1948; *Index By Date With Subject Guide, Also Selective Index Of Cordova Daily Times, The Pathfinder, The Alaska Miner,* and *The Alaska Mining Records*. Juneau: Alaska Historical Library, 1979.

Hales, David A. *An Index To The*

Early History Of Alaska As Reported In The 1903-1907 Fairbanks Newspapers. Fairbanks: Elmer E. Rasmuson Library, University of Alaska, 1980. This includes a number of names and "births," "marriages," and "deaths," are used as subject headings.

Stallings, Mike. *Index To The Seward Gateway 1904-1910.* Seward, Alaska: Seward Community Library, 1983. This index is very detailed and is divided into four sections: vessels, people, geographic, subjects. Hundreds of references are listed in the "people" section and "births," "deaths," and "marriages" are headings in the subject section.

Not to be missed are two indexes to obituaries found in the *Anchorage Times.* Included are individuals who have died in Alaska as well as those who have lived in Alaska but died elsewhere. The indexes are:

Chang, Tohsook P., ed. *The Anchorage Times Obituaries Index,* 1915-1965. Anchorage: University of Alaska, Anchorage Library, 1979.

Chang, Tohsook P., ed. *The Anchorage Times Obituaries Index,* 1966-1980. Anchorage: University of Alaska, Anchorage Library, 1981.

While a 65 year obituary index may not be an extensive number of years in some states, it is for Alaska.

Lea Ehrlich has indexed the *Klondike Nugget* for its entire run of five years. There are many names among the 40,000 entries. Although this is an index to a Canadian newspaper it is an important one for Alaskan genealogists because of the mobility of Alaskan and Canadian argonauts. At the present time the index is only available at the University of Washington Library; however, plans are under way to make it available to others in the near future.

Another interesting and useful title for information about Alaskans is *Bayers' File On People,* an unpublished index only available at the Alaska Historical Library in Juneau. For many years Captain Lloyd H. Bayers, locally known as Kinky Bayers, kept a scrapbook about people in Alaska. The majority of people in this file are from the Juneau area, but others appear too.

Special Census Material

In addition to the official census taken and the 1900 and 1910 now available through the U.S. Government, other special census materials have been compiled over the years.

In October, 1897, Major John C. Tidball, commander of the Sitka Post, ordered a census of the civilian population, excluding natives. This census was recently included in: De Armond, Robert N., ed. *Lady Franklin Visits Sitka, Alaska, 1870: The Journal Of Sophia Cracroft, Sir John Franklin's Niece.* Anchorage, Alaska: Alaska Historical Society, 1981. The census includes 391 individuals, with name, age, birthplace, occupation and remarks: "house clean, comfortable, handsomely fixed," "worthless, lazy exsoldier," "freshly married," and "orphan." Occupations noted were "sailmaker," "laundress," "carpenter," "prostitute," "seamstress," "thief and rascal."

Buried in early U.S. Commissioner of Fisheries reports are census records for native inhabitants of Saint Paul and Saint George Islands. The records include names of individuals, grouped by families, age at last birthday, and place of birth. These reports are:

Alaska Fisheries And Fur Industries In 1914: Appendix IX To The Report Of The U.S. Commissioner Of Fisheries for 1914. (Bureau of Fisheries Document No. 819) Washington, D.C.: Government Printing Office, 1915. (Contains census records of the native inhabitants of St. Paul and Saint George Islands as of June 30, 1914.)

Alaska Fisheries And Fur Industries In 1917: Appendix II To The Report Of The U.S. Commissioner Of Fisheries For 1917. (Bureau of Fisheries Document No. 847) Washington, D.C.: Government Pinting Office, 1918. Contains census records of the native inhabitants of St. Paul and St. George Islands as of May 31, 1917.)

Census records for 1878 are also available for Unalaska, other Aleutian Island villages, and mainland Aleut villages of Belkofski, Micholayevsk, and Protassof (Morzhovoi). The records of each village are grouped under "Church officials and families," "Creoles," "widows and orphans," and "Aleuts." Only the full name of the head of the household is listed with other family members referred to as "his child," or "his wife," etc. The age of all family members is given and a running tally is kept showing the sex of individuals listed and total number of males and females in each village.

Hanson, W.C. *Anaktuvuk Pass, Alaska Village Census.* Rattell Memorial Institute. (Prepared for the U.S. Department of Energy; November, 1967; September, 1972; June, 1975; August, 1978; and May, 1980.) Census records of Anaktuvuk Pass have been kept and compiled on a regular basis since radiation ecology studies taken in 1962-64 indicated various age groups among residents showed important differences in radio isotopes of cesium (137 CS) body burdens. The census materials are arranged alphabetically by family name. Each family member is then listed along with sex, date and place of birth, marital status, and relationship to head of household. Other explanatory notes are included such as marriages and adoptions. These records are available through the National Technical Information Service (NTIS) as follows: November, 1969 BNWL-MS; August, 1978 LA-5999-MS, REV.; and May, 1980 PNL03081.

Church Records

Over the years many religious groups have graced Alaskan soil. The quality of records vary from one group to another. Many records are not housed in Alaska, but have been removed to the archives of various groups.

The Alaska Bureau of Vital Statistics, Department of Health and Social Services, Pouch H-02G, Juneau, Alaska 99811, has an extensive collection of Alaskan church records. Among their holdings are: Juneau Catholic Church records, Nulato Catholic Church records, Anvik Episcopal Church records, Fort Yukon Episcopal Church records, Douglas Friends Church Quakers records, Kotzebue Friends Church Quakers records, Lutheran Church records, Kake Presbyterian baptismal records, Mekoryuk Mission Convent baptismal records, and Kodiak Baptismal Newsletter. These records are not open to the public nor are other vital statistics records: however, they will assist with information about one's direct lines.

Catholic Records

Since the late 1800's the Roman Catholic Church has been active in Alaska. As early as 1892 there were thirteen Jesuit Priests in Alaska. A wealth of information about their activities is found in the Alaska Mission Collection. Included are early census records, school enrollment records, diaries, deeds, contracts, and records of baptisms, marriages, and deaths. Some of the places represented are: Douglas Island, Eagle, Fairbanks, Holy Cross, Ketchikan, Nome, Pilgrim Springs, St. Mary's, St. Michael, Akulurak, Tanana, Valdez, and Cordova.

The original collection is housed at the Brosby Library, Gonzaga University, Spokane, Washington. Microfilm copies are available at the Alaska and Polar Regions Department.

The Sisters of Providence first came to Alaska in 1902 and were responsible for establishing hospitals in Nome, Fairbanks, and Anchorage. The Sisters of Providence Archives, 4800 37th Avenue, S.W., Seattle, Washington 90126, houses records of Holy Cross Hospital, Nome, Alaska, 1902-14; St. Joseph Hospital, Fairbanks, Alaska, 1910-68; Providence Hospital, Anchorage, Alaska, 1938 to present; Immaculate Conception School, Fairbanks, Alaska, 1946-76; and Catholic Junior High School, Anchorage, Alaska, 1961-67.

There is no central depository for Catholic baptism, confirmation, marriage, and death records. These records have usually been left with each parish. If your Alaskan ancestors were affiliated with the Catholic Church and you are not sure what parish they were connected with, the request should be forwarded to the appropriate diocese which will then forward the request to the proper parish. The three dioceses in Alaska are: Diocese of Juneau, 416 Fifth Street, Juneau, Alaska 99801; Catholic Diocese of Fairbanks, 1316 Peger Road, Fairbanks, Alaska 99701; and Archdiocese of Anchorage, 1026 W. Fourth Avenue, Room 203, Anchorage, Alaska 99501.

Episcopal Records

The Alaska and Polar Regions Department serves as official archives for a wonderful collection of records regarding the Episcopal Church in Alaska. The materials cover the period 1880's to the 1980's and are especially rich in information regarding church activities in Alaska during the middle half of the 20th century, and include many birth, death, marriage, and confirmation records.

Other important Episcopal sources include journals kept by Albert E. Tritt, an Episcopal minister who served in Arctic Village, Venetie, and Chalkyitsik from 1923-50. Reverend Tritt recorded services, baptisms, marriages, and funerals along with his own life history and family genealogy.

Also available are Alaskan diaries of Episcopal Archdeacon Hudson Stuck; a ledger for the Point Hope Mission School (1890-1908); St. Thomas and Point Hope registers (1908-1947); records of ordination in Ketchikan (1898-1937); records of births, deaths, and marriages in Point Hope (1931-43); marriage dockets of Point Hope, Kobuk, and Noatak (1932-43); parish records from Point Hope and Kivalina (1948-64); baptismal register for Allakaket (1961-79); and parish registers for Allakaket, Huslia, and Tanana.

Evangelical Covenant Church Of America Records

The Evangelical Church of America has been active in Alaska for close to one hundred years with mission work in various places. Their records are mainly at individual churches in Alaska and the Evangelical Covenant Church of America Archives, North Park Theological Seminary, 5235 Spaulding Avenue, Chicago, Illinois 60625. Among their treasures are a logbook of their mission in Unalakleet, 1903-15, and diaries of missionaries dating from 1894 to 1905.

Presbyterian Records

The records of the Presbyterian Church in Alaska from the 1800's through 1965 are housed at the Presbyterian Historical Society, 425 Lombard Street, Philadelphia, Pennsylvania 19147. The Alaska Presbyterian records since 1965 are maintained by Reverend William Trickett, Stated Clerk, c/o Hydaburg Presbyterian Church, Hydaburg, Alaska 99922.

Moravian Records

Birth, baptism, marriage, and death records for the Moravians in Alaska are for the most part, deposited in Bethel, Alaska. Moravian records from the villages of Akiachak, Akiak, Atmauthliak, Eek, Goodnews, Kasigluk, Kipnuk, Kongiganak, Kewthluk, Kwigillingok, Manokotak, Mapakiak, Nunapitchuk, Platinum, Quinhagak, Togiak, Tuluksak, Tuntutuliak, and Twin Hills are at the Alaska Moravian Church, P.O. Box 545, Bethel, Alaska 99559. The records for Aleknagik and Dillingham are at the Dillingham Moravian Church, P.O. Box 203, Dillingham, Alaska 99576.

Quaker Records

The life of Quakers in Alaska is depicted through journals, diaries, correspondence, mission historical sketches, mission records books, minutes, annual reports, financial and statistical reports. These resources are included in the Alaska Quaker Documents collection 1892-1977. The Alaska and Polar Regions Department has copies of these records. If you know your relatives have Quaker roots, these documents should be searched, as well as records of the Alaska Yearly Meeting Headquarters, Kotzebue, Alaska.

Russian Orthodox Records

Index To Baptisms, Marriages, And Deaths In The Archives Of The Russian Orthodox Church In Alaska 1816-1866. Washington, D.C.: Library of Congress, 1970, 3 vol.

Index To Baptisms, Marriages And Deaths In The Archives Of The Russian Orthodox Greek Catholic Church In Alaska 1867-1889. Washington, D.C.: Library of Congress, n.d.

Kalnins, Zuzanne Dagmar, ed. *Index To Baptisms, Marriages And Deaths In The Archives Of The Russian Orthodox Greek Catholic Church In Alaska 1890-1899.* Washington, D.C.: Library of Congress, 1965.

Dorosh, Elizabeth and John, ed. *Index To Baptisms, Marriages And Deaths In The Archives Of The Russian Orthodox Greek Catholic Church In Alaska 1900-1936.* Washington, D.C.: Library of Congress, 1964.

These four indexes are very valuable for anyone whose roots might be connected with the Russian Orthodox Greek Catholic Church in Alaska. These indexes are arranged in alphabetical order and list births, marriages, and deaths recorded in the Alaska Russian Church Archives for the periods indicated for each index.

The indexes contain the following data: for births—surname and forename of the baptized, dates of birth and baptism, and first name and initial of the middle name of each parent, if known; for marriages — full name of the groom and bride, date of marriage; for deaths — name and date of death. Each entry is followed by a symbol for identifying the church, year, page, and item number of the original record.

All dates are cited in accordance with the Julian calendar which was twelve days behind the Gregorian calendar in the nineteenth century. The original names have been transliterated into Latin character, following the manner in which priests and scribes recorded the names. The indexes also include cross references to and from Anglo-Saxon names, native names, double names, and bride's maiden name.

The disposition of the Russian Orthodox records for Alaska is involved. Individuals who are interested in this area of genealogical research should read:

Smith, Barbara S. *Russian Orthodoxy In Alaska: A History, Inventory And Analysis Of The Church In Alaska With An Annotated Bibliography.* Anchorage: Alaska Historical Commission, 1980.

Efforts are now being made to provide access to other valuable records of the Russian Orthodox Church in the Library of Congress. These materials will be much more accessible in the next few years. Additional records are available at the individual churches throughout Alaska and at St. Herman's Theological Seminary, Box 728, Kodiak, Alaska 99516.

Other Sources Of Information

The 1898 gold rush to the Yukon and the impending Yukon-Alaska boundary disputes prompted the Canadian government to send two divisions of the Northwest Mounted Police to the Yukon. Divisions "B" and "H" were sent out with headquarters at Dawson and Whitehorse respectively. They maintained registrations of persons and boats entering and leaving the Yukon at various ports. Many of these people came to Alaska. These records are held at the Public Archives of Canada, 395 Wellington Street, Ottawa, Ontario K1A 0N3 and the Glenbow-Alberta Institute of Archives, Ninth Avenue and 1st Street, S.W., Calgary, Alberta T2G 0P3.

The order of the Masons has also been a popular group in Alaska. Most of these records are not in Alaska but at the Grand Lodge of Free and Accepted Masons of Washington, 47 St. Helens Avenue, Tacoma, Washington 98402.

Other interesting facts are to be found in the *National Cemetery Records, Sitka, Alaska,* May 1, 1948. This publication is made possible through Maude L. Burris, Tahlequah, Oklahoma.

Some good samaritan has compiled records from various cemeteries throughout Alaska. No one seems to know where the records came from or who compiled them; however, copies of this unpublished work are available at the Elmer E. Rasmuson Library and the Fairbanks Alaska Stake Branch Genealogy Library, Church of Jesus Christ of Latter-Day Saints, 1500 Cowles Street, Fairbanks, Alaska 99701. The compilation includes the following:

Birch Hill Cemetery Records, Fairbanks, Alaska, 1938-59. Included is name, date of birth, date of death, plot (i.e., family, general, pioneer), and race. The arrangement is by date of birth.

City Cemetery Records, Fairbanks, Alaska, 1929-59. In this section names are listed alphabetically. The completeness of each entry varies, but usually included is birth date, death date, and age at the time of death. Some entries include religious and other affiliations.

Cemetery Records, Fort Richardson, Alaska, 1933-41. This listing is arranged alphabetically. Included is birth date, death date, place of death, and name of husband / father if the deceased is a wife or child.

Mortician Records, 1933-41. This section includes the following handwritten statement of explanation: "Names of persons who died at Fairbanks, Alaska, with date of death and funeral. In some instances bodies were shipped to the lower 48 states for burial, as indicated. This information was obtained from office records of the only mortician in Fairbanks at the time. Supplied by Harry O. Arend, April, 1965." Names in this listing are arranged chronologically by date of death.

The Alaska Department of Natural Resources, Division of Geological and Geophysical Survey, at Fairbanks, Alaska, has an excellent file of mineral occurrances and mining claims. The majority of records are from 1953 to the present although some earlier materials are also included. A recent inquirer found a detailed account of the history and development of his grandfather's mine, discovered during the summer of 1934, and a picture of his grandfather and his partner.

The Alaska Packers Association Records, 1891-1970 are housed at the Alaska Historical Library in Juneau. A select group of these records have been microfiched and placed in other major libraries in Alaska. Included in this collection is information about employees such as the records of employees drawing pay as gill net fishermen from 1894-1941. The information available includes name, union number, date and place of birth, age, hire date, complexion, hair color, employment assignment, and ship served on. Some of the records even have photographs of the employee.

Another important group of personnel documents in the collection is the listing and biographies of masters and captains qualified to command Alaska Packers Association ships. Included here is name, when and where born, date of citizenship papers where pertinent, service previous to entering employment with the Alaska Packers Association, date of employment, licenses held, home address, and date of termination. Some entries contain additional notes such as reason for termination and date of death in the event the person died while employed by the company.

Information regarding shipwrecks in Alaska from 1741-1939 is also included in this material. Listings of officers and crew members are included in some instances. The fleet record books for 1905-1944 also include crew members, passengers, illnesses and deaths on board. While these records don't include biographical information these resouces identify those individuals who braved northern waters.

The Alaska Historical Library also houses Tlingit Indian genealogy notes and information for the years 1915-26. These materials were made available by Louis Shortridge, a Tlingit Indian who has worked extensively with libraries and museums to preserve the heritage of his people. This material is restricted and special permission must be obtained before it can be used.

The Bureau of Indian Affairs, P.O. Box 3-800, Juneau, Alaska 99802 has excellent records of Alaskan natives. Their files are not available to the general public, but are for specific individuals to whom the record applies. Any person qualified for enrollment under the Alaska Native Claims Settlement Act may find his degree of native blood and whether he is an Indian, Eskimo, or Aleut by writing to the Bureau of Indian Affairs, Enrollment Office, Pouch 7-1971, Anchorage, Alaska 99501.

Genealogy records of Eskimo families were compiled a few years ago by Dr. Fred Milan and Edna MacLean from the University of Alaska, Fairbanks. They were studying family relationships, blood types, etc., of northern Eskimos. Thanks to their efforts, genealogical records of Eskimo families from Anaktuvuk Pass, Wainwright, Point Hope, and Barrow, covering the years 1825-1975 are available. Their records were published in a limited edition but can be found in several major libraries throughout the state. The following citation is for the Barrow records:

MacLean, Edna A. *Genealogical Record Of Barrow Families.* Barrow, Alaska: Naval Research Laboratory, 1971. Other records are available but have not been given bibliographic citations. These records are grouped together by family for six generations as follows:

1825-1850 1st generation
1850-1875 2nd generation
1875-1900 3rd generation
1900-1925 4th generation
1925-1950 5th generation
1950-1975 6th generation

Included is the date and place of birth, sex, and whether full or part Eskimo. There is an alphabetical name index so individuals can easily be found in the generation section.

Another important reference source, only recently published, is: Ulibarri, George, S. *Documenting Alaskan History: A Guide To Federal Archives Relating To Alaska.* Fairbanks: University of Alaska Press, 1982. This is a valuable source providing references to many people. One entire section of the book is entitled "People of Alaska". An example of materials included is the Records of the Internal Revenue Service (R.G. 58): "Records of deputy collectors and clerks in collection districts of the Internal Revenue Service, 1883-85 and 1890-98 (10 vols.) The following information is usually given for each employee; his name and title, his salary and travel allowance, duty station, date of appointment, office duties or territory under his jurisdiction." As researches dig into the collections listed they will find other references to individuals who lived in Alaska.

Yes, it is possible to find illustrious and elusive Alaskan ancestors. As more newspapers are indexed, as people clean out attics and old trunks, and as other bibliographical references are prepared, there will be new sources for finding one's Alaskan roots.

GET EXCITING NEW LEADS

at $2.50 per household from indexed 1900 and 1910 census. Non-indexed 1910 census at $4.00 per hour. Send all family info: names, ages, spouse, co, twp, state with fee and SASE to
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Box 9225, Denver CO 80209

RESEARCH SWITZERLAND

Mr. M. Mogensen-Gallati
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CH-9320 Arbon, Switzerland

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Three other major sources that have recently been published are:

Name Authority File for Fairbanks Alaska Newspapers: 1908-February 1914. Anchorage: Alaska Historical Commission, 1986. (Alaska Historical Commission Studies in History No. 222B)

This index includes about 2,500 names of individuals whose names appeared in the Fairbanks newspapers from 1908 to February 19, 1914. The list was originally completed as a name authority file for a newspaper indexing project. The names are listed in alphabetical order and although the time period covered is very short this index is another valuable source for finding information about people in Alaska and neighboring Canadian communities.

Bradbury, Connie; Hales, David ; Lesh, Nancy. Alaska People Index. Anchorage: Alaska Historical Commission, 1986, 2 vols. (Alaska Historical Commission Studies in History No. 203)

Over 20,000 names are included in this valuable two-volume index. The first volume is primarily an index to the individuals for whom there is an obituary given in the "End of the Trail" column in the Alaska Sportsman, 1935-1969; Alaska magazine 1970-1985. The names of other individuals mentioned in most of the obituaries and references to articles that contain biographical information are also included. The index is divided into five parts according to years and the names are listed alphabetically in each part with a reference to where the information can be located in the magazine. The second volume is an index to individuals who appear in 23 other unique sources that have been useful to individuals searching for their Alaskan kin.

Index of Births, Deaths, Marriages and Divorces in Fairbanks, Alaska Newspapers: 1903-1930. Anchorage: Alaska Historical Commission, 1986. (Alaska Historical Commission Studies in History No. 222A)

We have the Fairbanks Genealogical Society to thank for this excellent index that provides researchers with information as to where to find their birth, death, marriage, and divorce notices in the early Fairbanks newspapers. The information was extracted from the Fairbanks News (Sept. 1903-May 1905); the Fairbanks Evening News (May 1905-June 1907); the Fairbanks Daily News (June 1907-March 18, 1909) and the Fairbanks Daily News Miner (May 22, 1909-present). The names are listed in alphabetical order with an indicator showing where the reference can be found and whether it is regarding a birth, marriage, death, or divorce.

APPENDIX L

ELECTRONICS COMMUNICATIONS DIRECTORY

FOR THE

ALASKA LIBRARY NETWORK

This communications directory provides access numbers, USER IDs and mailbox identifiers which librarians are likely to use for the three major electronic communications systems connecting libraries in Alaska.

UACN - University of Alaska Computer Network
TYMNET - Tymnet's "Ontyme" Electronic Mail System
TELECOPIER - Various

ADDRESS	UACN-VAX	ONTYME	TELECOPIER
Adak			
Adak Regional Schools U.S. Naval Station Box 34 FPO Seattle, WA 98791	RMADAK		
Akiachak			
Yupiit School District P.O. Box 100 Akiachak, Alaska 99551	RMYUPIT		
Anchorage			
Alaska Court System Law Library 303 "K" Street Anchorage, Alaska 99501			264-0733 (Rapicom 3300)
Alaska Department of Fish & Game Library 333 Raspberry Road Anchorage, Alaska 99502			349-1723
Alaska Health Sciences Library 3211 Providence Drive Anchorage, Alaska 99508	AYAHSL	CLASS.AHSL	786-4813
Alaska Historical Commission Old City Hall, Suite 207 524 W 4th Avenue Anchorage, Alaska 99501	RMHIST		

ADDRESS	UACN-VAX	ONTYME	TELECOPIER
Anchorage (cont.)			
Alaska Resources Library-979 U.S. Department of the Interior 701 "C" Street, Box 36 Anchorage, Alaska 99513		CLASS.ARL	271-5425
Alaska State Library Film Center 3600 Denali Street Anchorage, Alaska 99503-6093	AGCLIB FMAFILM	CLASS.AKSLAC	561-4356 (Governor's office)
Aleutian Regional School District 640 W. 36th Avenue, Suite 3 Anchorage, Alaska 99503	RMALEUT		
Anchorage Municipal Libraries 3600 Denali Street Anchorage, Alaska 99503	ALAKA	CLASS.ANCHML	562-1244
Anchorage School District 4600 DeBarr Road Pouch 6-614 Anchorage, Alaska 99502	RMANC		
Arctic Environmental Information and Data Center 707 "A" Street Anchorage, Alaska 99504	AYAEIDC		
BP Exploration Information Resource Center MB3-2 P.O. Box 196612 Anchorage, Alaska 99519-6612			564-5405 564-5514

ADDRESS	UACN-VAX	ONTYME	TELECOPIER
Anchorage (cont.)			
Medical Library USAF Regional Hospital SGUAL Elmendorf Air Force Base Anchorage, Alaska 99506			552-8107 (leader page required)
University of Alaska Anchorage Library 3211 Providence Drive Anchorage, Alaska 99508	AYILL	CLASS.UAAN	
Vocational Rehabilitation 4100 Spenard Road Anchorage, Alaska 99503	RMVRANC		
Vocational Rehabilitation- Evaluation Unit 2330 Nichols Street, Suite 2 Anchorage, Alaska 99504	RMVREVA		
Aniak			
Kuspuk Schools P.O. Box 108 Aniak, Alaska 99557	RMKUSPK		
Angoon			
Chatham School District P.O. Box 109 Angoon, Alaska 99820	RMCHATM		

ADDRESS	UACN-VAX	ONTYME	TELECOPIER
Annette Island (See Metlakatla)			
Auke Bay Auke Bay Fisheries Laboratory Library U.S. Department of Commerce National Marine Fisheries Service P.O. Box 210155 Auke Bay, Alaska 99821	JYABLAB		789-6094 (RICOH Rapicom 120)
Barrow North Slope Borough School District P.O. Box 169 Barrow, Alaska 99723	RMNOSLP		
Bethel Lower Kuskokwim Schools/Media Center P.O. Box 305 Bethel, Alaska 99559	RMLKUSK		
Chevak Kashunamiut School District 985 KSD Way Chevak, Alaska 99563	RMKASH		
Cordova Cordova City Schools P.O. Box 140 Cordova, Alaska 99574	RMCORDV		

ADDRESS	UACN-VAX	ONTYME	TELECOPIER
Craig			
Craig City Schools P.O. Box 800 Craig, Alaska 99921	RMCRAIG		
Delta Junction			
Delta/Greely Schools P.O. Box 527 Delta Junction, Alaska 99737	RMDLTGR		
Dillingham			
Dillingham City Schools P.O. Box 202 Dillingham, Alaska 99576	RMDILLH		
Southwest Region Schools P.O. Box 196 Dillingham, Alaska 99576	RMSWREG		
Fairbanks			
Alaska State Library 1215 Cowles Street Fairbanks, Alaska 99701	FGLIBR	CLASS.FNSPL	
Fairbanks North Star Borough Library 1215 Cowles Street Fairbanks, Alaska 99701	FLPLIBR	CLASS.FNSBL	452-1006 (Borough Office)
Fairbanks North Star Borough Schools P.O. Box 1250 Fairbanks, Alaska 99707	FELMS		

ADDRESS	UACN-VAX	ONTYME	TELECOPIER
Fairbanks (cont.)			
NERCO Minerals Company 122 First Avenue Fairbanks, Alaska 99701			456-7463 Telex 090-35402
University of Alaska Elmer E. Rasmuson Library Fairbanks, Alaska 99775	FYRILL	CLASS.UAFA	
University of Alaska Geophysical Institute Fairbanks, Alaska 99775	FYGILIB	CLASS.UAFAGIL	474-7290
University of Alaska Biomedical Library Fairbanks, Alaska 99775	FYBMLIB	CLASS.UAFAWR	
Vocational Rehabilitation 675 Seventh Avenue, Station B Fairbanks, Alaska 99701	RMVRFB		
Fort Wainwright			
MSA Post Library Bldg. 3717 Fort Wainwright, Alaska 99703	FWAPL		
Fort Yukon			
Yukon Flats Schools Box 359 Ft. Yukon, Alaska 99740	RMYKFLT		

ADDRESS	UACN-VAX	ONTYME	TELECOPIER
Galena Galena City Schools P.O. Box 299 Galena, Alaska 99741	RMGLENA		
Glennallen Copper River Schools P.O. Box 108 Glennallen, Alaska 99588	RMCOPPR		
Haines Haines Borough Schools P.O. Box 1289 Haines, Alaska 99827	RMHAINE		
Healy Railbelt School District Drawer 129 Healy, Alaska 99743	RMRAILB		
Hoonah Hoonah City Schools P.O. Box 157 Hoonah, Alaska 99829	RMHOONA		
Hydaburg Hydaburg City Schools P.O. Box 109 Hydaburg, Alaska 99922	RMHYDAB		

ADDRESS	UACN-VAX	ONTYME	TELECOPIER
Juneau			
Centralized Correspondence Study P.O. Box GA Juneau, Alaska 99811-0544	RMCCS		
Alaska Dept. of Environmental Conservation -Library P.O. Box O Juneau, Alaska 99811-1800			586-1391
Alaska State Library P.O. Box G Juneau, Alaska 99811	JGLIBR	CLASS.AKSL	465-2665 (Rapicom 210)
Juneau Borough Schools 10014 Crazy Horse Drive Juneau, Alaska 99801	RMJUN		
Auke Bay Elementary	JYABLIB		
Floyd Dryden Middle School	JYFDLIB		
Gastineau Elementary	JYGALIB		
Glacier Valley Elementary	JYGVLIB		
Harborview Elementary	JYHVLIB		
Juneau-Douglas High School	JYJDLIB		
Marie Drake Middle School	JYMDLIB		
Mendenhall River Elementary	JYMRLIB		
Legislative Affairs Agency P.O. Box Y Juneau, Alaska 99811			465-3700 (Xerox 495) 465-4648 (Xerox 455) 586-1062 (Rapicom)

ADDRESS	UACN-VAX	ONTYME	TELECOPIER
Juneau (cont.)			
US Bureau of Mines Alaska Field Operations Center P.O. Box 550 Juneau, Alaska 99802			364-3622 (Xerox 410)
University of Alaska Southeast Juneau Campus 11120 Glacier Highway Juneau, Alaska 99801	JYLIBR		789-4549
Kake			
Kake City Schools P.O. Box 450 Kake, Alaska 99830	RMKAKE		
Kenai			
Kenai Central High School 9583 Kenai Spur Highway Kenai, Alaska 99611	ISEEH		
Kenai Community Library 163 Main Street Loop Kenai, Alaska 99611	ILKENAI		
Kenai Peninsula Community College (See Soldotna)			
Vocational Rehabilitation P.O. Box 3533 Kenai, Alaska 99611	RMVRKEN		

ADDRESS	UACN-VAX	ONTYME	TELECOPIER
Ketchikan			
Ketchikan Gateway Borough Schools Pouch Z Ketchikan, Alaska 99901	RMKETCH		
Ketchikan Community Library 7th and Madison Ketchikan, Alaska 99901	KLIB		
Southeast Island Schools PO Box 8340 Ketchikan, Alaska 99901	RMSEISL		
University of Alaska Southeast Ketchikan Campus 7th and Madison Ketchikan, Alaska 99901	KYLIB (reg.) KYLIBIL (ILL)		225-3624
Vocational Rehabilitation 415 Main Street, Room 303 Ketchikan, Alaska 99901	RMVRKET		
King Cove			
King Cove City Schools P.O. Box 6 King Cove, Alaska 99612	RMKINGC		
King Salmon			
Lake and Peninsula Schools P.O. Box 498 King Salmon, Alaska 99613	RMLPENN		

ADDRESS	UACN-VAX	ONTYME	TELECOPIER
Klawock			
Klawock City Schools P.O. Box 9 Klawock, Alaska 99925	RMKLAWK		
Kodiak			
Kodiak Community College Box 946 Kodiak, Alaska 99615	DFCKH		
Kodiak Island Borough Schools P.O. Box 886 Kodiak, Alaska 99615	RMKDIAK		
Kotzebue			
Chukchi Community/College Library P.O. Box 297 Kotzebue, Alaska 99752	ZFRMJ		
Northwest Arctic Schools P.O. Box 51 Kotzebue, Alaska 99752	RMNWARC		
McGrath			
Iditarod Area Schools P.O. Box 105 McGrath, Alaska 99627	RMIDITE		
Metlakatla			
Annette Island Schools P.O. Box 7 Metlakatla, Alaska 99926	RMANNET		

ADDRESS	UACN-VAX	ONTYME	TELECOPIER
Mountain Village			
Lower Yukon Schools Box 200 Mountain Village, Alaska 99632	RMLYUKN		
Naknek			
Bristol Bay Borough Schools P.O. Box 169 Naknek, Alaska 99633	RMBRIST		
Nenana			
Nenana City Schools P.O. Box 10 Nenana, Alaska 99760	RMNENAN		
Yukon Koyukuk Schools P.O. Box 309 Nenana, Alaska 99760	RMYKKOY		
Nome			
Kogoayah Kozga Library P.O. Box 1168 Nome, Alaska 99762	NNDJM		
Nome City Schools P.O. Box 131 Nome, Alaska 99762	RMNOME		
Northwest Community College Learning Resource Center P.O. Box 400 Nome, Alaska 99762	NYLRC		

ADDRESS	UACN-VAX	ONTYME	TELECOPIER
Palmer			
Matanuska-Susitna Community College Library P.O. Box 5001 Palmer, Alaska 99645	PYLIB		Unpublished
Matanuska-Susitna Borough Schools P.O. Box AB Palmer, Alaska 99645	RMMATSU		
Pelican			
Pelican City Schools P.O. Box 603 Pelican, Alaska 99832	RMPELIC		
Petersburg			
Petersburg City Schools P.O. Box 289 Petersburg, Alaska 99833	RMPETER		
St. Mary's			
St. Mary's Public School P.O. Box 171 St. Mary's, Alaska 99658	RMSTMAR		
St. Paul			
Pribilof Islands Schools St. Paul Island, Alaska 99660	RMPRIB		

ADDRESS	UACN-VAX	ONTYME	TELECOPIER
Sand Point			
Sand Point School District P.O. Box 158 Sand Point, Alaska 99661	RMSANDP		
Sitka			
Mt. Edgecumbe High School 1297 Seward Avenue Sitka, Alaska 99835	RMMTEDG		
Sheldon Jackson College P.O. Box 479 Sitka, Alaska 99835	TYLIB (Library) TFEKB (Evelyn Bonner)		
Sitka Borough Schools P.O. Box 179 Sitka, Alaska 99835	RMSITKA		
University of Alaska Southeast Sitka/Islands Campus 1101 Sawmill Creek Road Sitka, Alaska 99835			747-3552
Skagway			
Skagway City Schools P.O. Box 497 Skagway, Alaska 99840	RMSKAGW		

ADDRESS	UACN-VAX	ONTYME	TELECOPIER
Soldotna			
Kenai Peninsula Borough Schools 148 N. Binkley St. Soldotna, Alaska 99669	RMKENAI		
Kenai Peninsula Community College Library P.O. Box 848 Soldotna, Alaska 99669	IYLIB		
Tanana			
Tanana City Schools Box 89 Tanana, Alaska 99777	RMTANAN		
Tok			
Alaska Gateway Schools P.O. Box 226 Tok, Alaska 99780	RMAKGAT		
Unalakleet			
Bering Strait Schools P.O. Box 225 Unalakleet, Alaska 99684	RMBERST		
Unalaska			
Unalaska City Schools Pouch 260 Unalaska, Alaska 99685	RMUNAK		

ADDRESS	UACN-VAX	ONTYME	TELECOPIER
Valdez			
Valdez City Schools P.O. Box 398 Valdez, Alaska 99686	RMVALDZ		
Valdez Consortium Library P.O. Box 609 Valdez, Alaska 99686	VYLIBRA		
Wasilla			
Vocational Rehabilitation P.O. Box 3010 Wasilla, Alaska 99687	RMVRWAS		
Whittier			
Chugach Schools P.O. Box 638 Whittier, Alaska 99693	RMCHUG		
Wrangell			
Wrangell City Schools P.O. Box 651 Wrangell, Alaska 99929	RMWRANG		
Yakutat			
Yakutat City Schools P.O. Box 427 Yakutat, Alaska 99689	RMYAKUT		

ADDRESS	UACN-VAX	ONTYME	TELECOPIER
Portland, Oregon			
Northwest Regional Education Lab 300 SW Second Avenue Portland, Oregon 97204		EDLAB	
Seattle, Washington			
Resource Sharing Service University of Washington Libraries FM-25 Seattle, Washington 98195		CLASS.UWLRSP	206-545-8049 (Rapicom 6300) Group 3

The Legislative Affairs Agency has offices with telefax machines throughout the state, as listed below:

Location	Fax No.	Contact Phone No.
Anchorage LIO	562-4376	561-7007
Anchorage LIO Senate 5th Floor	562-4489	561-7007
Barrow LIO	852-7114	852-7111
Bethel LIO	543-2712	543-3541
Delta Jnct LIO	895-5017	895-4236
Dillingham LIO	842-5105	842-5319
Fairbanks LIO	456-3346	452-4448
Glennallen LIO	822-5591	822-5588
Juneau LIO	586-9548	465-4648
Kenai LIO	262-1881	262-9364
Ketchikan LIO	225-8546	225-9675
Kodiak LIO	486-5264	486-8116
Kotzebue LIO	442-3022	442-3880
Mat-Su LIO	376-6180	376-3704
Nome LIO	443-2162	443-5555
Petersburg LIO	772-3741	772-3741
Sitka LIO	747-5807	747-6275
Valdez LIO	835-2097	835-2111

APPENDIX M

INSTRUCTIONS FOR COMPLETING
ILL STATISTIC FORM

1. Enter library name. Research and Resource Libraries are asked to complete statistics monthly. Other Libraries may choose to file either quarterly or monthly. Circle appropriate reporting period and enter date

2. Section A is completed only by Research and Resource Libraries.

   Routine ILL requests are those which have an identification number: most often a RID (LC card or WLN number) but also includes ISSN, ISBN or coden.

   Special handling are requests which could not be verified by local resources. (For many libraries the ALN catalog is the only verification tool.) These requests require a search beyond entering an identification number into an automated system.

3. Sections B and C are completed by Research and Resource Libraries and other Alaskan libraries which are major ILL providers.

   Monograph and other are all requests which are filled with materials other than photocopies; count subject requests here even though filled with photocopied material. Count one subject request as one fill even if multiple items are provided.

   Photocopy requests are most often periodical articles, but also included in this column are photocopied articles from proceedings, pages from reference books, and duplications of microfiche.

4. Record number of ILL requests by your own library's patrons in Section C.

5. In the columns on the right side of the form, show where requests your library was unable to meet were referred. The 'Out-of-State' column will record those requests forwarded to non-Alaskan WLN libraries and any other miscellaneous requests which go out of state. Those sent for OCLC search are recorded in that column.

Distribute this form to:

White copy:	Alaska State Library P.O. Box G Juneau, AK 99811
Yellow copy:	Regional Coordinator
Pink copy:	Your file

ILL STATISTICS

ALASKA LIBRARY NETWORK

Library _____

Quarter-Month _____ 19 _____
(circle one)

A. Regional Resource and Research Libraries
III Requests Received:

	Monographs/ Other	Photocopies	Total Received	Total Filled
In-Region Routine				
In-Region Special Handling				
Out-of-Region Alaskan Libraries				

Routed To:

In State	Out of State	OCLC Search	Returned to Originator	Total

B. General
III Requests Received:

Total Alaskan				
Total Out-of-State				
Total				

Routed To:

C. Local
III Request Originated:

Your Library Users				

Routed To:

Alaska State [illegible] 99811-0758

White C—Alaska State [illegible] Juneau
Yellow C—Regional Co[illegible]
Pink C—Your File

APPENDIX N

SELECTED LIST OF VERIFICATION TOOLS

Abstracts for Social Workers
Abstracts in Anthropology
Abstracts of English Studies
Abstracts of Folklore Studies
Abstracts of Hospital Management Studies
Access
Accountants' Index Supplement
Advance Bibliography of Contents Political Science and Government
Agricultural Index
Air Pollution Abstracts
ALA Index to General Literature, 1893-1900
Alaska, A Bibliography
Alaska Library Network Catalog
Alaska Union list of Serials
Alternative Press Index
America: History and Life
American Book Prices Current
American Book Publishing Record
American Doctoral Dissertations
American Geographical Society Research
American Museum of Natural History Catalog
American Newspapers
American Political Science Research Guide
American Statistics Index
Anthropological Index to Current Periodicals
Applied Science and Technology Index
Arctic Institute of North America Catalog
Art Index
Association's Publications, 1981
Audio Visual Union Catalogs
Australian Books in Print
Auto Index
Baker and Taylor Inventory on Microfiche
Bibliographic Index
Bibliographic Geographique Internationale
Bibliography and Index of Geology Exclusive of North America
Bibliography of Agriculture
Bibliography of Alaskana
A Bibliography of Alaskan Literature (Wickersham), 1874-1924
Bibliography of Asian Studies
Bibliography of Bioethics
Bibliography of North American Geology
Biological Abstracts
Biological and Agricultural Index
Biography Index
Bioresearch Index

BioSciences Information Service List of Serials
Book Auction Records
Book Collector's Handbook of Values
Book Review Digest
Book Review Index
Books in Series
Bookman's Price Index
Books in Print
Books for College Libraries
Boreal Institute Vertical Files on Northern Affairs
British Books in Print
British Humanities Index
British National Bibliography
British Union-Catalogue of Periodicals
Business Index
Business Periodicals Index
California Union Catalog
California Union List of Serials
Canadian Book Review Annual
Canadian Books in Print
Canadian Essay and Literature Index
Canadian Periodical Index
Canadiana
Cancer Chemotherapy Abstracts
Cancer Therapy Abstracts
Catalog de l'Edition Francaise
Chemical Abstracts
Chemical Abstracts Service Source Index
Chicorel Theater Index to Plays
Child Development Abstracts
Children's Book Review Index
Children's Books in Print
Commodity Futures Trading: Bibliography
Comprehensive Dissertation Index
Computer Literature Index
Conser Microfiche
Consumer Index (1973)
Criminology Index
Cumulated Index Medicus
Cumulated Magazine Subject Index, 1907-1949
Cumulative Book Index
Cumulative Index of Hospital Literature
Cumulative Index to Nursing Literature
Current Book Index
Current Book Review Citations
Current Contents in Agriculture, Biology, and Environmental Science
Current Contents in Arts and Humanities
Current Contents in Clinical Practice
Current Contents in Chemical, Pharmaco-Medical and Life Sciences, see Current Contents in Life Sciences
Current Contents in Engineering, Technology, and Applied Sciences
Current Contents in Life Sciences

Current Contents in Physical and Chemical Sciences
Current Contents in Social and Behavioral Sciences
Current Index to Journals in Education
Current Law Index
Current List of Medical Literature
Dartmouth College Library: Dictionary Catalog of the Stefanson Collection of the Polar Regions
Dental Abstracts
Deutsche Bibliographies
Dictionary Catalog of the Pacific Northwest Collection of the University of Washington Libraries
Directory of Published Proceedings Series
Dissertation Abstracts International
Drug Abuse Bibliography
Earth Sciences Research Catalog
Education Index
Education Resources Information Clearinghouse
Educational Media in Microfiche
Elementary School Library Collection: A guide to books and other media phases 1-2-3
EIS (Key to Environmental Impact Statements)
The Energy Index
Energy Information Abstracts, 1976-1984
Energy Research Abstracts from the U.S. Energy Research and Development Administration
Engineering Index
English Catalogue of Books
Environment Abstracts, 1979-1984
Environment Index, 1972-1984
Essay and General Literature Index
Excerpta Medica
Experiment Station Record
Federal Government Publications Catalog
Fisheries Review
Food and Agriculture Organization Documentation
Forestry Abstracts
Forthcoming Books in Print
Gale Directory of Publications
Genealogies in the Library of Congress
General Science Index
Geo Abstracts
Geological Survey of Canada Index to Reports
Geophysical Abstracts
Geoscience Abstracts
Government Reports Index
GPO Sales Publications Reference Files
Granger's Index to Poetry
Guide to Reference Books for School Media Centers
Half a Century of Soviet Periodicals
Handbook of Latin American Studies
Highway Research Abstracts
Historical Abstracts

Horticultural Abstracts
Hospital Literature Index
Housing and Planning References
Human Resources Abstracts
Humanities Index
Index Catalogue of the Surgeon-General's Office, U.S. Army
Index Medicus
Index of Economic Journals
Index of NLM Serial Titles
An Index to Book Reviews in the Humanities
Index to Children's Poetry
Index to Current Urban Documents
Index to Dental Literature
Index to Handicrafts
Index to How to Do it Information
Index to Legal Magazines
Index to Little Magazines
Index to Periodical Articles Related to Law
Index to Poetry for Children and Young People
Index to Scientific and Technical Proceedings
Index to the Christian Science Monitor
Index to U.S. Government Periodicals
Index Translationum
Industrial Arts Index
Information Science Abstracts
Interdok
International Bibliography, Information Documentation
International Bibliography of Economics
International Bibliography of Political Science
International Bibliography of Social and Cultural Anthropology
International Bibliography of Sociology
International Bibliography of the Social Sciences
International Index, see Social Science and Humanities Index
International Index to Periodicals
International Nursing Index
International Pharmaceutical Abstracts
International Political Science Abstracts
Irregular Serials and Annuals
Journal of Economic Abstracts
Journal of Economic Literature
Key Word Index of Wildlife Research
Legal Resource Index
Les Livres Disponibles
The Library Catalog of the Scott Polar Research Institute
Library of Congress Catalog
Library of Congress. Cumulative Subject Catalog
Library Literature
Libros Espanoles
MacKenzie Valley Pipeline Co. Index to the Transcripts
Magazine Index
Master's Abstracts

Masters Theses in Anthropology
Masters Theses in Education
Mathematical Reviews
Media Review Digest
Medical Socioeconomic Research Sources
Mental Retardation Abstracts
Meteorological and Geoastrophysical Abstracts
Microcomputer Index, 1984
Microforms in Print
Modern Language Association Abstracts
Modern Language Association Bibliography
Modern Language Association Directory of Periodicals
Monthly Checklist of State Publications
Monthly Index of Russian Accessions
Music Index
Music Psychology Index
The Music Register
NASA Scientific & Technical Aerospace Reports
NICEM Indexes
NLM Audiovisual Catalog
NTIS Government Reports Announcements (GRA), see Government Reports Index
NTIS Government Reports Index (GRI), see Government Reports Index
NTIS U.S. Government Research and Developments Reports Index (GRI), see Government Reports Index
National Agricultural Library Catalog
National Library of Medicine Current Catalog
The National Newspaper Index
National Observer Index
National Register of Microform Masters
National Union Catalog of Manuscripts Collections
National Union Catalog, pre-1956 Imprints
National Union Catalog
National Union Catalog of Music, Books on Music and Sound Recordings
New Serial Titles
New York Times Index
Newsbank
Newspaper Indexes
Newspapers on Microfilm
Northern Titles
NUC Registry of Additional Locations
Nuclear Science Abstracts
Nursing Studies Index
Nutrition Abstracts and Reviews
The Official Washington Post Index
Oregon Union List of Serials
Paperback Books in Print
Periodical Title Abbreviations
Personnel Literature
Peterson Consolidated Bibliography of County Histories in Fifty States in 1961
Petroleum Abstracts
Philosopher's Index
Physical Education/Sports Index
Play Index

Pollution Abstracts
Poole's Index to Periodical Literature
Popular Names of U.S. Government Reports
Popular Periodical Index
Population Index
Poverty and Human Resources Abstracts
Predicasts (F+S Index) Europe
Predicast (F+S Index) International
Predicast (F+S Index) United States
Proceedings in Print
Psychological Abstracts
Psychopharmucological Abstracts
Public Affairs Information Service Bulletin
Publicaciones Del Museo Naval
Publications of the Geological Survey
Publications of the United States Bureau of Fisheries, 1871-1940
Publishers' Trade List Annual
Quarterly Cumulative Index Medicus
Rare and Unusual Canadiana
Rarely Held Scientific Serials in the Midwest Inter-Library Center
Reader's Guide to Periodical Literature
Recent Publications on Governmental Problems
Research in Education
Schwann Record and Tape Guide
Science Citation Index
Science Fiction Book Review Index, 1923-1984
Scientific and Technical Aerospace Reports
Scott Polar Research Institute
Selected Rand Abstracts
Serials in Microform
Short Story Index
Short-Title Catalogue of Canadiana
Social Sciences Citation Index
Social Sciences and Humanities Index
Social Sciences Index
Society of Petroleum Engineers
Sociological Abstracts
Speech Index
Sport Fishery Abstracts
Sports Periodicals Index, 1985-
Standard Periodical Directory
Subject Guide to Children's Books in Print
Subject Index to Children's Literature
Synergy: A Directory of Energy Alternatives
Titles in Series
Translations-Register Index
Ulrich's International Periodicals Directory
Union List of Manuscripts
Union List of Microfilms
Union List of Serials
United Nations Documents Index
United Nations Publications

United States Catalog
United States Code
United States Department of the Interior Library Catalog
U.S. Geological Survey Library Catalog
United States Government Publications, Monthly Catalog
U.S. Government Research and Developments Reports
United States Statutes at Large
University of Alaska, Theses and Dissertations
University of California, Berkeley Serials Key Work Index
University of California Union List of Serials
University of Washington Central Serials Record
The Used Book Price Guide
Verzeichnis Lieferbarer Bucher
Wall Street Journal Index
Water Pollution Abstracts
Weekly Government Abstracts
Whittaker's Cumulative Book List
Wildlife Abstracts
Wildlife Review
Women Studies Abstracts
Woods Hole Oceanographic Institute
World List of Scientific Periodicals
Zoological Record

APPENDIX O

GLOSSARY

ALA	American Library Association
ALN	Alaska Library Network
ALNCat	Alaska Library Network Microfiche Catalog
AULS	Alaska Union List of Serials
CD-ROM	Compact Disc-Read Only Memory Many database products, i.e. ERIC, are coming out in this format.
COM	Computer Output Microform
COMCAT	Computer Output Microfilm Catalog
Document	Any publication authored, published, printed or sponsored by a government agency.
Electronic Mail	State of Alaska, Department of Education, Electronic Mail System
ERIC	Educational Resources Information Center -- actually, a group of clearinghouses sponsored by the U.S. Office of Education that collect, publish, and index research in the field of education and related social sciences. ERIC may refer either to the printed index or the online computer database.
Hard Copy	Paper copy, a photocopy
Holdings	Titles or materials owned by a library
LC	Library of Congress
Locations	Libraries owning or holding a specific title
Microcard	Opaque or paper microform, usually 3" x 5" or 4" x 6" and resemble an underdeveloped black and white photograph since they are reproduced on photographic paper.
Microfiche	Single sheets, usually 4" x 6", of transparency film, may be positive or negative. May be reproduction of pages of a book or document, 96 pages per fiche - 8 down and 12 across; or computer output (COM) such as the Alaska Library Network catalog.
Microfilm	Commonly 16 millimeter or 35 millimeter rolls or cassettes. May be positive or negative transparency film.

Microform	A collective term for various formats in which materials reduced in size by microphotography are produced. Each requires a special reader for viewing or reader-printer for making hard copy prints although some machines can handle more than one form.
Microprint	A larger (6" x 9") version of microcards.
Monograph	A treatise on one particular subject. Often published in a series.
NTIS	National Technical Information Service - an agency of the federal government that collects, publishes (in paper copy or microform), indexes and sells the results of government sponsored research.
OCLC	Online Computer Library Center, a bibliographic computer network similar to WLN.
Protocols	Codes or rules prescribing correct or preferred methods, or routines of accessing and using the resources of library networks.
RSS	Resource Sharing Service, the interlibrary loan unit of the University of Washington Libraries.
Serial	Any publication issued in successive parts, appearing at intervals, usually regular ones, and, as a rule, intended to be continued indefinitely. The term includes periodicals, newspapers, annuals, numbered monographic series and the proceedings, transactions, and memoirs of societies.
UACN	University of Alaska Computer Network
Union Catalog	An author or a subject catalog listing the holdings of a group of libraries, generally established by a cooperative effort. The catalog may relate to only given subjects or to entire collections. The ALNCat is a union catalog.
WLN	Western Library Network